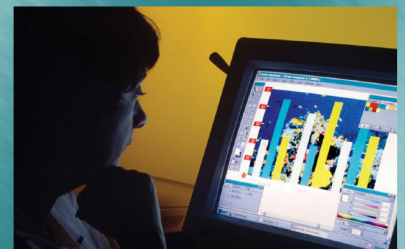
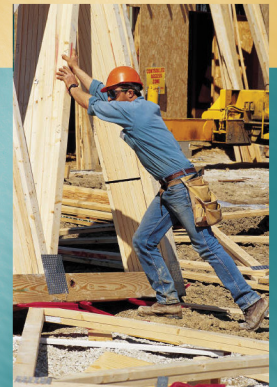


County of Orange Occupational Outlook 2002



2002 County of Orange Occupational Outlook

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A PRODUCT OF

The California Cooperative
CCOIS
Occupational Information System



A Cooperative Program of the

Orange County Board of Supervisors

<http://www.oc.ca.gov>

Orange County Workforce Investment Board

<http://www.ocwib.org>

California Career Resource Network

<http://www.californiacareers.info>

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Orange County Workforce Investment Board

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Occupational
Outlook Reports
Provide
Reliable Local

LABOR MARKET INFORMATION

Orange County's Top Ten Industry Clusters

- ❖ *Biomedical*
- ❖ *Business & Professional Services*
- ❖ *Communications*
- ❖ *Computer Hardware*
- ❖ *Computer Software*
- ❖ *Construction*
- ❖ *Defense/Aerospace*
- ❖ *Energy & Environment*
- ❖ *Health Services*
- ❖ *Tourism*

TRAINING PROVIDER DIRECTORY **EXPANDED** THIS YEAR!

Now includes more
information on the
schools providing
occupational
training throughout
Orange County.

SEE PAGE 181

Orange County Workforce Investment Board

OVERVIEW

The County of Orange Board of Supervisors and the Orange County Workforce Investment Board (OCWIB) in partnership with the State Employment Development Department's Labor Market Information Division sponsor the Occupational Outlook Report. The Workforce Investment Board (WIB) is appointed by the Board of Supervisors under the provisions of the federal Workforce Investment Act of 1998 (WIA). According to the terms of the Act, membership on the WIB must include a majority of business representatives, education providers, labor organizations, community-based organizations-including those serving disabled individuals and veterans, economic development agencies and One-Stop program partners.

Orange County's workforce system, under the WIA, is now locally planned, managed, and administered by the Workforce Investment Board. According to the Orange County Workforce 2002 State of the County report, "to make this system work requires an unprecedented commitment and partnership of local workforce professionals; economic development organizations; social services; K-12 education professionals; higher education institutions; the business community and employers, and most importantly, teachers, students, and parents working together" toward a common goal.

Orange County Profile

POPULATION

According to the 2000 Census, Orange County's total population is 2,846,289 - making it the second largest County in California, ahead of San Diego County, and trailing only Los Angeles County. The median age is 33.3 years. The majority of the population growth is generated through natural increase (births minus deaths) increasing at a rate of about 2% per year.



EMPLOYMENT

The employed labor force as of June, 2000 was approximately 1.46 million and comprised of manufacturing (16%), trade (23%), and services (28%). Ten percent of Orange County's labor market is self-employed. The trend over the past ten years has been a rapid increase of the service sector, while manufacturing has declined. Overall employment is expected to increase 23% over the next ten years.

According to the 2000 Census, thirty-eight percent of those employed are working in management, professional, and related occupations; twenty-eight percent work in sales and office occupations; twelve percent work in production, transportation, and material moving occupations; thirteen per-

cent work in service occupations, with the remainder working in farming, fishing, forestry, construction, extraction, and maintenance occupations.

Small businesses flourish in Orange County's entrepreneurial climate. According to the California Employment Development Department Size of Firm Report for 1999, out of 81,614 private firms, only 171 employed 500 or more persons per firm, comprising only 20% of Orange County's labor force.

ORANGE COUNTY 2002 STATE OF THE WORKFORCE

In this past year, the Orange County Workforce Investment Board worked in collaboration with the Orange County Business Council (OCBC) to research and report on the state of the workforce in Orange County. The OCBC determined that “entering the 21st Century, Orange County is undergoing as profound a change as any in its history - the transformation from a diverse manufacturing economy to a diverse high-tech, knowledge intensive economy. A high-quality education and training system, a skilled workforce, and creative innovation are the keys to ensuring our region's future economic success.”

Previous studies have indicated that Orange County's economy is divided into 10 “Industry Clusters” which are: Biomedical, Business and Professional Services, Communications, Computer Hardware, Computer Software, Construction, Defense/Aerospace, Energy and Environment, Health Services, and Tourism.

With the assistance of the State of California Employment Development Department and the OCWIB, the OCBC has developed within each cluster, Career Progression Ladders - “based on occupational demand in Orange County's high-demand growth industry clusters. Career progression ladders take into account the underlying growth and wage prospects in an industry cluster, as well as the training necessary and the progression of required skills, knowledge, and abilities of related occupations in an occupational family.”

Rapid change, global markets, the continual need for innovation, and rapid growth of new technology throughout Orange County industries and occupations will characterize the new economy. The general conclusions of the report are:

- ❖ The need for a more technically skilled workforce.
- ❖ Increased emphasis on science, math, and computer skills in K-12 education.
- ❖ An increasing reliance on knowledge and skills rather than unskilled, routine tasks.
- ❖ Increasing wealth opportunities for wealth creation and prosperity for Orange County residents.
- ❖ Promotion of the need to continuously evolve a career with new skills and additional training and retraining in the form of life-long learning.
- ❖ Increased reliance on professional, managerial, and executive workers.
- ❖ Increased need for R&D, creative, and design occupations.

For more information on Industry Clusters or other workforce indicators, or to read the entire Orange County 2002 State of the Workforce report, visit the OCWIB web site at <http://www.ocwib.org>, click on Labor Market Information, then click on Workforce Indicator Report.

ACKNOWLEDGEMENTS

The Orange County Workforce Investment Board would like to thank the following entities for their contributions to the 2002 Occupational Outlook Report.

- ❖ The Orange County Board of Supervisors for their continuing dedication to the California Cooperative Occupational Information System and the production of the Occupational Outlook Report for Orange County.
- ❖ The Orange County Workforce Investment Board for its goal of providing current, timely labor market information to local businesses and job seekers.
- ❖ The 1200 Orange County Employers who gave their valuable time and graciously agreed to participate in the Occupational Survey.
- ❖ The Education and Training Providers of Orange County who provided information on training resources for occupations presented in this report.
- ❖ The Social Science Research Center at California State University, Fullerton, Gregory Robinson, Ph.D., Director, CCOIS Survey Managers Jeff Wood, Martha De La Luz, Emily Parrott and Liz Blancas and all the survey staff for their professional dedication in conducting over 1200 interviews with the employers and obtaining the data presented in this Report.
- ❖ Keiko Matsushita, EDD/LMID Site Analyst, for her guidance, support and patience with staff in the production of this Report.
- ❖ The EDD/LMID professional staff Richard Holden, Brendan Kelly, Fernando Piña, Tony DiNapoli, Conrad Gauntlett, and Ann Marshall for their support and dedication to the integrity of the CCOIS and the Occupational Outlook Reports statewide.
- ❖ The readers of this publication who will be the final judge as to its usefulness.
- ❖ Cover Photograph of California Gray Whale © Thomas H. Hogan
- ❖ Layout by The ALM Design Group

Select Skills Required for Top Orange County Growth Occupations, Identified by Cluster

Source: Orange County Business Council Analysis

CLUSTER	OCCUPATION & SKILLS NEEDED		
Biomedical	Assembler, Fabricator Information Ordering Problem Sensitivity Visualization	Assembler Precision Written Comprehension Visualization Information Ordering	Sales Rep's, Medical Oral Expression Oral Comprehension Written Comprehension
Business & Professional Services	Guard Oral Expression Oral Comprehension Problem Sensitivity	Hand Packager Operation and Control Writing Reading Comprehension	Billing & Account Controller Number Facility Oral Comprehension Oral Expression
Communications	Telephone & Cable Installer Installation Repairing Troubleshooting	Sales Oral Expression Speech Clarity Oral Comprehension	Systems Analyst Reading Comprehension Programming Troubleshooting
Computer Hardware	Systems Analyst Reading Comprehension Programming Troubleshooting	Electrical/Electronic Engineer Mathematics Science Reading Comprehension	Engraving & Printing Workers - Hand Information Ordering Control Precision Visualization
Computer Software	Systems Analyst Reading Comprehension Programming Troubleshooting	Computer Support Specialist Instructing Operations Analysis Testing	Computer Engineer Operations Analysis Mathematics Science
Construction	Plasterers & Stucco Masons Manual Dexterity Information Ordering Deductive Reasoning	Carpenter Installation Product Inspection Equipment Selection	Painters & Paperhangers Construction Static Strength Oral Comprehension Information Ordering
Defense / Aerospace	Machinist Visualization Control Precision Written Comprehension	Assembler / Fabricator Information Ordering Problem Sensitivity Visualization	Hand Worker Manual Dexterity Static Strength Information Ordering
Energy & Environment	Assembler - Precision Written Comprehension Visualization Information Ordering	Assembler Fabricator Information Ordering Problem Sensitivity Visualization	General Managers & Top Executives Coordination Judgment and Decision Making Systems Perception
Health Services	Registered Nurse Speaking Service Orientation Reading Comprehension	Medical Assistant Service Orientation Writing Active Listening	Dental Assistant Oral Expression Oral Comprehension Written Comprehension
Tourism	Waiters & Waitresses Service Orientation Active Listening Speaking	Combined Food Preparation & Service Workers Active Listening Service Orientation Social Perceptiveness	Cook - Restaurant Information Ordering Memorization Written Comprehension



The Update

A Newsletter Issued by the Orange County Workforce Investment Board (OCWIB) ♦ April 2002

CONTENTS

- ❖ Introduction
- ❖ Top Ten Orange County Employers
- ❖ Orange County Employment Data
- ❖ Orange County Demographics

The OCWIB has introduced "The Update," a monthly report featuring workforce information relevant for Orange County. The first issue is featured here.

The Orange County Workforce Investment Board (OCWIB) is proud to introduce The Update. The Update will be issued on the last Friday of each month. The Update will feature workforce and economic development information for Orange County. Feel free to forward The Update. If you wish to add an individual to the distribution, please contact the OCWIB Administration at (714) 567-7370.

ORANGE COUNTY TOP EMPLOYERS - JANUARY 2002

Walt Disney Company	21,275	Tenet Healthcare Corporation	8,389
County of Orange	19,000	SBC Communications	7,100
University of California, Irvine	14,981	Target Corporation	4,878
Boeing Company	11,179	Bank of America Corporation	4,813
Albertson's Inc.	9,500	The Kroger Company	4,684
St. Joseph Health System	9,435	Marriott International Inc.	4,578

Source: Orange County Business Journal

ORANGE COUNTY EMPLOYMENT DATA

Total Labor Force	1,563,900 (March 2002)		
Unemployment Rates	Mar. 2002	Feb. 2002	Jan. 2002
United States	6.1%	6.1%	6.3%
Orange County	3.7%	3.6%	3.9%
Orange County	3.2%	3.2%	3.4%
Anaheim	4.3%	4.3%	4.6%
Santa Ana	6.7%	6.6%	7.1%
Surrounding Regions			
Los Angeles	6.5%	6.4%	6.8%
Riverside	5.2%	5.4%	5.7%
San Bernardino	5.1%	5.1%	5.5%
San Diego	3.8%	3.7%	4.1%

Source: EDD, Labor Market Division, Current Economic Statistics Group

Note: Each month is subject to slight revisions thirty days after issuance.

All previous year's figures are revised each March.

ORANGE COUNTY DEMOGRAPHICS

Total Population	2,846,289
White	1,458,978
Hispanic	872,604
Asian	386,785
Black	42,639
American Indian	8,414
All Other	76,869

Source: U.S. Census Bureau, Census 2000

For more information about the Orange County Workforce Investment Board, please visit <http://www.ocwib.org>.

Introduction to the 2002 Occupational Outlook

The 2002 Occupational Outlook for Orange County is the result of a collaborative effort between the Orange County Board of Supervisors, the Orange County Workforce Investment Board, the State of California Employment Development Department, Labor Market Information Division (EDD/LMID), and the California Cooperative Information System (CCOIS). The EDD/LMID and the Orange County Workforce Investment Act (WIA) funds, as administered by the Orange County Board of Supervisors provided the funding for this report. The Occupational Outlook Report is sponsored by the California Career Resource Network (CalCRN).

Since 1990, the County of Orange has been providing this information under the CCOIS. In the past decade, labor market information has been obtained on 200 occupations through confidential surveys of over 4,000 local employers. The Occupational Outlook is the primary source of local, in-depth, and up-to-date occupational information. The occupations selected for the survey are based upon the 1999 - 2006 Occupational Projections provided by the EDD for Orange County. This 2002 Occupational Outlook for Orange County (OOR) includes detailed information on eighty occupations, provided by over 1200 local employers which were surveyed during the periods June 1, 2000, through October 30, 2000; August 1, 2001, through December 14, 2001, and January 28, 2003 through May 30, 2003.

PROGRAM GOAL

The Occupational Outlook Report is an important component of the Workforce Development System. By providing current, local, and detailed labor market information for educators, job seekers, training providers and employers, the labor needs of Orange County's employers will be more closely matched with the skills of job seekers.

THE OCCUPATIONAL PROFILES

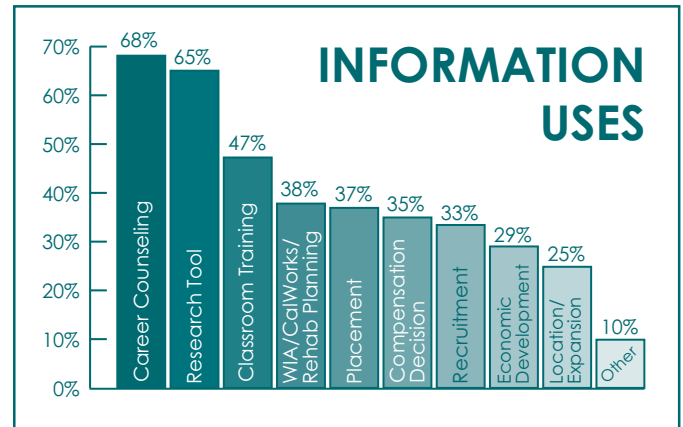
The occupational profiles contain descriptive and statistical occupational information, including data obtained through confidential surveys with Orange County employers. All persons having access to the data are required to sign a confidentiality agreement. The profiles are in alphabetical order by occupation title and year. Detailed information includes: occupation description; wages & fringe benefits; employer requirements including training and work experience; skill requirements; employment trends, and training information is provided for each occupation profiled in this report.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed here.

- ❖ **Career Decisions** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer preferences or requirements, wages, occupational demand, and sources of employment and training.
- ❖ **Program Planning** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, or eliminate existing programs, or to plan new programs.
- ❖ **Curriculum Design** Training providers can assess and update their curriculum based upon current employer needs and projected trends, which are indicated in this report.

- ❖ **Economic Development** Local government agencies and economic development organizations will find labor pool information such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.
- ❖ **Program Marketing** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local occupational data.
- ❖ **Human Resource Management** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Information contained in the Occupational Profiles section of this report, unless otherwise noted, applies specifically to Orange County.



CALIFORNIA TRAINING & EDUCATION PROVIDERS (CTEP)

The 2002 Occupational Outlook Report (OOR) for Orange County includes an expanded listing of the providers offering courses related to the occupations surveyed. A listing of schools and training providers located in Orange County which includes providers not listed in the OOR Training Directory may be found by accessing the CTEP Training Directory located on the Internet at <http://www.soicc.ca.gov/ctep>. The CTEP Training Directory is updated annually, however, changes in phone numbers or programs offered may occur after the update has been completed. The reader is urged to contact the school directly for specific education or training information. Inclusion in the CTEP Training Directory does not constitute the Employment Development Department's (EDD) or the Orange County Workforce Investment Board's endorsement of a provider's program or the quality of its services, nor does exclusion imply an unfavorable judgment of the contribution a provider may be making to the community.

Colleges and Universities, University Extensions, Community Colleges and Community College Districts, Regional Occupational Programs (ROPs), Adult Education Programs, and private training providers are listed alphabetically. Together, these providers offer almost all of the necessary certificate or degree programs to prepare an in-

dividual for entry into a new occupation. The following offers a brief description of each of the five educational and training categories:

- ❖ **Colleges and Universities** may either be public or privately funded. Coursework offered generally is extensive and in-depth leading to a 4-Year Degree. Post-Graduate coursework is often available leading to a Masters Degree and Ph.D. entrance requirements are usually higher than Community Colleges.
- ❖ **University Extension Programs** generally do not provide degrees, but instead offer certificate programs, conferences and seminars, technical classes, and short courses for continuing education.
- ❖ **Community Colleges** are publicly funded and generally offer remedial and basic college-level courses; continuing education courses; vocational/technical certificate programs, and 2-Year Associate Degrees. Many of the courses offered are transferable to a 4-Year College and count towards the total number of units required to obtain a Bachelors Degree. Courses are often less expensive than those offered at a 4-Year College or University.

The 2002 Occupational Outlook Report for Orange County includes an expanded listing of the providers offering courses related to the occupations surveyed.

- ❖ **Regional Occupational Programs (ROP)** are certificate training programs offered by public schools statewide to high school students (age 16 or older) and adults. They offer more than 100 different career preparation courses within five career pathway areas: Business Office/Marketing, Industrial & Technical, Health, Consumer Homemaking/Home Economics, and Agriculture. Certificate programs are generally low-cost and rarely last more than one year.
- ❖ **Adult Education** Programs are offered to adults and located within public schools. Basic education, literacy programs, continuing education classes and vocational training are generally low-cost and rarely last more than one year. Most programs offer a General Education Diploma (GED), which may be substituted for a high school diploma-an important credential for job seekers.
- ❖ **Private Training Providers** are required to be approved by the California Bureau for Private Postsecondary and Vocational Education (BPPVE). Courses and fees vary considerably; therefore, it is suggested that the prospective student contact the school directly to determine the validity of the programs offered in meeting the student's career goals.

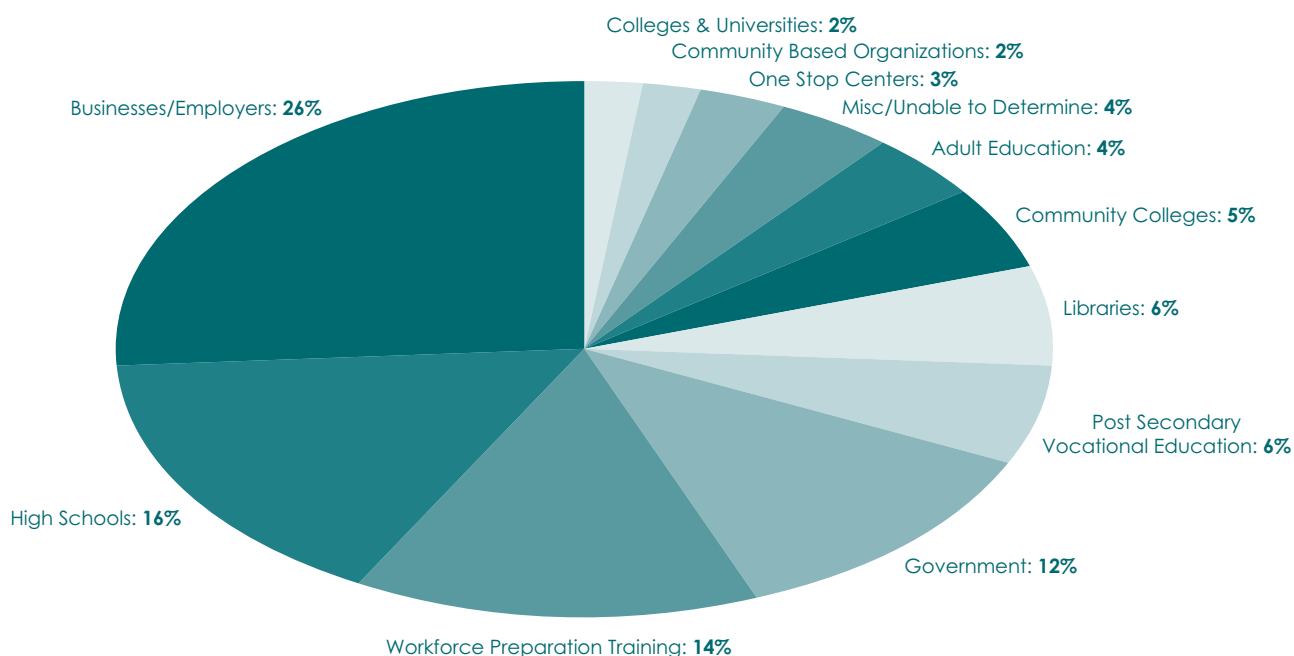
Additional information regarding job profiles and training may be accessed through the EDD's California Career & Training Information System-CaCTIS web site at <http://www.cactis.ca.gov>. CaCTIS is a Joint Project from the California Career Resource Network and the Labor Market Information Division of the Employment Development Department.

STATE & FEDERAL LEGISLATIVE MANDATES

The occupations surveyed under the CCOIS over the past decade present a comprehensive, longitudinal study of the evolution of Orange County's labor market. The coordination of the program at the State level allows economists, planners and others to view the labor markets region by region or the State as a whole, using locally acquired data. The labor market information provided in the Occupational Outlook Report meets the requirements of federal and State legislation including:

- ❖ Workforce Investment Act of 1998 (WIA)
- ❖ Carl D. Perkins Vocational and Applied Technology Education Act
- ❖ California's Family Economic Security Act (FESA)
- ❖ California Education Code (ROC/P and Community Colleges)
- ❖ Wagner-Peyser Act
- ❖ Welfare to Work Act of 1997 (CalWORKS)

ORGANIZATIONS USING THE 2001-2002 ORANGE COUNTY OCCUPATIONAL OUTLOOK



Guide to the Occupational Profiles

The 2000, 2001, and 2002 Occupational Profiles are organized by year beginning with the current year. Although there were minor modifications to the format in which the data was presented, and some data categories were added or eliminated, the basic information described in this section remains the same for all three years.

TITLES & JOB DESCRIPTIONS

Occupation titles and job descriptions are listed alphabetically by either their 6-digit Occupational Employment Statistics (OES) classification number, developed by the U.S. Department of Labor, or by a 9-digit Non-OES classification number. The OES classification system groups all jobs in the labor market into approximately 700 “standard occupations” and is closely related to other sources of occupational data at the State and national levels. This system allows for OES classified occupations in one location to be reasonably compared with the same OES classified occupation in another location. Non-OES classified occupations or “non-standard occupations” generally represent emerging occupations not identified or categorized by the OES classification system. Non-OES classified occupations may not be directly comparable across locations and, therefore, are not included in employment projections.

WAGES & BENEFITS

Wages included in this report are hourly rates paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Commission wages reported by some employers are converted into hourly rates and included in the wage ranges. Although wage data are shown to the nearest whole number, this should not be interpreted as an indication of precision (ranges are considered to be representative). In some cases, entry-level wages may be higher than wages paid to experienced employees as a result of contracted amounts or fringe benefits. The data enable comparison of salary ranges across occupations; however, the data are not intended to represent official prevailing wages. Union and non-union wages are reported separately if the percent of union employment is less than 80% or greater than 20%. Wage data were collected during the time period August 1, 2001 to May 30, 2003, and reflect the following definitions:

- ❖ **New Hires, Inexperienced:** Persons trained or otherwise qualified, but without paid experience in the occupation. Note: entry-level wages may be higher than other categories as a result of contracted amounts or fringe benefits.
- ❖ **New Hires, Experienced:** Wages paid to journey-level or experienced persons just starting at the firm.
- ❖ **3+ Years With Firm:** Wages generally paid to persons with more than three years' journey-level experience at the firm.

The benefit information was obtained from employer survey results. The data was provided by employers responding to the benefits questions and may not represent all the employers surveyed. All data is based on full time employment and the percentage of employers responding to the questions.

EMPLOYER REQUIREMENTS

This section indicates the employer's requirements for training and work experience, education, and skills. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

Education of Recent Hires - While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in the report.

When reference is made to “All, Almost all, Most, Many, Some, or Few” of the survey respondents, the following guidelines apply:

All employers	= 100%
Almost all employers	= 80% - 99%
Most employers	= 60% - 79%
Many employers	= 40% - 59%
Some employers	= 20% - 39%
Few employers	= less than 20%

Skills, Licenses and Other Requirements provides more detailed information regarding actual characteristics of the occupation.

EMPLOYMENT TERMS

The terms presented in this section of the report refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. This section is useful to students and job seekers in determining the probable degree of difficulty in obtaining employment in the occupation. The terms used in describing the local supply and demand situation found in the area for the current OOR are defined as:

- ❖ **Very Difficult:** Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.
- ❖ **Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants encounter little competition in their job search.
- ❖ **Not Difficult:** Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

The **Turnover Rate** refers to employees hired to fill vacancies created by employees leaving and those promoted. The turnover rate does not include new positions created as a result of growth. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations rather than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

Recruitment Methods are shown to aid the job seeker in determining the best approach to use for seeking employment in the particular occupation.

Other information that may be listed here in-

cludes employers who will promote from within the organization, union affiliation, work patterns, and, if indicated by the employers, emerging occupations.

The terms used to describe the size of a particular occupation refer to the estimated number of workers in the occupation in Orange County. Occupational size in Orange County for the period 1999 - 2006 is described using the following scale:

Small	-	Less than 2,175
Medium	-	2,175 to 4,348
Large	-	4,349 to 9,422
Very Large	-	9,423 and above

Orange County's Average Job Growth Rate for the period 1999 - 2006 is projected to be 18.1%. This is less than the previous projection period, 1997 - 2004, when, according to the Employment Development Department (EDD), the Average Job Growth Rate was 19.2%. Employers were asked to report if they experienced an increase or decline in the previous 12 months and whether they expect the occupation to increase or decline in the next 2 years. For OES classified occupations, the EDD's projections for the occupation are also provided using the following terms, for comparison:

Much faster than average:	1.50 times average or more
Faster than average:	1.10 to 1.49 times average
Average:	0.90 to 1.09 times average
Slower than average:	0.10 to 0.89 times average
Remain stable:	0 to .09 times average
Slow decline:	Less than 0

TRAINING PROVIDERS

Training providers and programs offered are listed for the specific occupation. Training data was collected in the summer and fall of 2000, 2001, and 2002. The validity of this information is based on information provided by the training provider. Changes often occur; therefore, users of this information are encouraged to contact the provider directly. Additional Internet training resources are listed including the California Career Resource Network, Orangeworks, I-TRAIN and, where appropriate, California Regional Occupational Programs (ROPs).

Research Methodology

OCCUPATION SELECTION PROCESS

The Employment Development Department's Labor Market Information Division (EDD/LMID) prepares a forecast of employment trends for occupations in Orange County with 100 or more employees. EDD/LMID projections tables are used as the basis for the occupation selection. For the years 2000, and 2001, EDD/LMID 1997-2004 occupational projection tables were used, and for the current year 2002, EDD/LMID 1999-2006 projection tables were used. The major criteria for selecting occupations to be surveyed are a) they cannot have been surveyed in the past 3 years, b) they must have a substantial employment base in Orange County, and c) they must represent varied education and training requirements.

Input for the occupations selected is obtained from the Workforce Investment Board's Labor Market Intelligence Committee. The Committee's recommendations were then forwarded to the full WIB for approval. Representatives from business, labor, education, and government were included in the selection process.

SURVEY SAMPLE SELECTION

After the occupations were selected, EDD/LMID staff created a representative sample of employers for each of the occupations. The sample, selected from a confidential State employer database, was carefully reviewed and employers were contacted to verify company name, address, confirm the existence of the occupation at the company and obtain the name of a contact person. The sample was further refined until an accurate sample of 40 employers for each occupation was obtained.

QUESTIONNAIRE DEVELOPMENT & DATA COLLECTION PROCEDURES

EDD/LMID staff developed statewide, standardized questionnaires for the occupations to be surveyed. The questionnaires utilized for the surveys over the past 3 years contained the same basic questions with minor modifications. The Social Science Research Center at California State University Fullerton conducted the surveys for the occupations included in this report.

Employers were contacted by telephone and additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and also to survey 40% of the sample's projected employment size. Response goals are designed to ensure that information is collected from enough firms to include an appropriate number of workers in the occupation and represent all industries that employ significant numbers of workers in the occupation.

All survey data was reviewed for accuracy and completeness. Employers were re-contacted if answers were missing, unclear or conflicted with other answers.

TABULATION & RESULTS

Survey results were entered into a secured database and tabulations were prepared using EDD/LMID software. The tabulations were used to prepare the occupational tables and summarize information on skills needed; education, training and work experience; wages and fringe benefits; projected growth; supply and demand assessment, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

CONFIDENTIALITY

All surveys are confidential and survey data is kept secured to protect the employer's proprietary information. Specific employer information is never divulged and only aggregate data is published.

Occupations Surveyed 1992 - 2002

REPORT YEAR	OCCUPATIONAL TITLES
2001	Accountants & Auditors
2000	Adjustment Clerks
1999	Administrative Assistants
1995	Administrative Service Managers
1998, 2001	Amusement & Recreation Attendants
1993	Appraisers - Real Estate
1993, 1998	Artists & Related Workers
2001	Assemblers - Electrical & Electronic Equipment - Precision
1998	Assemblers & Fabricators - Except Machine, Electrical, Electronic & Precision
1998	Automotive Body & Related Repairers
1996, 2000	Automotive Mechanics
1997	Bakers - Bread & Pastry
1992	Bartenders
1993, 2000	Bill & Account Collectors
1993	Billing, Posting, Calculating Machine Operators
1999	Biotechnology Laboratory Assistants
1994, 1997, 2002	Bookkeeping, Accounting & Auditing Clerks
1992	Bus & Truck Mechanics
1998	Bus Drivers - School
1995	Cardiology Technologists
1999	Carpenters
1998	Cashiers
1996	Chemical Technicians & Technologists - Except Medical & Clinical
1997, 2000	Child Care Workers
1993	Chiropractic Assistants
1994	Civil Engineers
1995	Claims Examiners - Property & Casualty Insurance
1995	Compliance Officers & Enforcement Inspectors - Except Construction
1995, 2002	Computer Aided Design (CAD) Technicians
1995, 1999	Computer Engineers
1992-96, 1999	Computer Programmers, Including Aides
1997, 2000	Computer Support Specialists
2002	Concrete & Terrazzo Finishers
1994	Construction & Building Inspectors
1994	Construction Estimators
1998	Construction Managers
1994	Cooks - Institution or Cafeteria
1996, 2002	Cooks - Restaurant
2002	Cooks - Specialty Fast Food
2001	Correction Officers & Jailers



REPORT YEAR	OCCUPATIONAL TITLES
1993, 1999	Counter & Rental Clerks
1992	Court Reporters / Shorthand Reporters
1994	Customer Service Representatives
1995	Data Entry Keyers - Except Composing
1994	Data Processing Equipment Repairers
2001	Database Administrators
1998	Demonstrators & Promoters
1992, 1995	Dental Hygienists
1998	Designers - Except Interior Designers
1994	Dispatchers, Except Police, Fire & Ambulance
1994	Drafters
1992, 1998	Driver/Sales Workers
1995	Economists, Including Market Research Analysts
1994, 1998	Electrical & Electronic Assemblers
2000	Electrical & Electronic Engineers
1994, 2000	Electrical & Electronic Engineering Technicians & Technologists
2002	Electrical Powerline Installers & Repairers
1992, 1998	Electricians
1997	Electronic Home Entertainment Equipment Repairers
1993	Employee Interviewers - Private or Public
1993	Employee Transportation Coordinators
1999	Engineering, Mathematical & Natural Science Managers
1994	Environmental Engineers
1992	Environmental Hazardous Waste Managers
1999	Fiber Optic Technicians
1994, 1999	Financial Managers
1999	Firefighters
2000	First-Line Supervisors/Managers - Construction Trades & Extractive Workers
2002	First-Line Supervisors/Managers - Mechanics, Installers, & Repairers
2000	First-Line Supervisors/Managers - Production & Operating Workers
1993	First-Line Supervisors/Managers - Sales
2001	Fitness/Wellness Coordinators
1996, 1999, 2002	Food Preparation & Service Workers
1996	Food Service Managers
2001	Foreign Language & Literature Teachers - Postsecondary
1992, 1997	Gardeners, Groundskeepers - Except Farm
2000	General Managers & Top Executives
1992, 2000	General Office Clerks
2001	Graphic Art Designers
1997, 2002	Guards & Watch Guards

REPORT YEAR	OCCUPATIONAL TITLES
1993, 1996	Hairdressers, Hairstylists & Cosmetologists
1993, 2002	Hand Packers & Packagers
1996	Hazardous Materials & Waste Technicians
1997	Hazardous Waste Management Specialists
1995, 2001	Heating, Air Conditioning, Refrigeration Mechanics & Installers
1997, 2000	Home Health Care Workers
1994, 1997	Hotel Desk Clerks
1992	Housekeepers
2002	Human Service Workers
2000	Import/Export Specialists
1994	Inspectors, Testers & Graders - Precision
2000	Instructional Aides
1993, 1997	Instructional Aides, Clerical
2000	Instructors & Coaches, Sports & Physical Training
1994, 1999	Insurance Adjusters, Examiners & Investigators
1992, 1999	Insurance Claims Clerks
2002	Interior Designers
1992, 2000	Janitors, Cleaners - Except Maids & Housekeeping Cleaners
1999	Landscaping & Groundskeeping Laborers
1994	Legal Secretaries
1996	Licensed Vocational Nurses
1992, 2001	Loan & Credit Clerks
1994	Loan Officers & Counselors
1995	Local Area Network (LAN) Managers
1992, 1999	Lodging Managers
1996, 2001	Machinists
1998	Maids & Housekeeping Cleaners
1998, 2001	Maintenance Repairers - General Utility
1997, 2002	Marketing, Advertising & Public Relations Managers
2002	Mechanical Engineers
1994, 1999	Medical Assistants
1992	Medical - Clinical Lab Assistants
1992-96, 2000	Medical - Clinical Lab Technologists
1994, 2001	Medical Records Technicians
1992	Medical Secretaries
2002	Mechanical Engineers
2002	Mobile Heavy Equipment Mechanics - Except Engines
1996, 2000	Multimedia Software Developers

REPORT YEAR	OCCUPATIONAL TITLES
1997	Network Control Technicians
2002	Network Professionals
1993	Network Specialists
1993	News & Street Vendors, Telephone Solicitors
1999	Numerical-Control, Machine-Tool Operators & Tenders
1995	Numerical-Control, Machine-Tool Operators & Tenders - Metal, Plastic
1997, 2000	Nurse Aides, Orderlies, Attendants
1994, 1999	Occupational Therapists
1995	Operating & Systems Researchers and Analysts - Except Computer
2001	Operating Engineers
1993	Opticians - Dispensing & Measuring
1993, 1997	Order Fillers, Wholesale & Retail Trade
1998, 2001	Painters & Paperhangers - Construction & Maintenance
1994, 1997, 2002	Paralegal Personnel
1994	Patient Care Managers
1993	Payroll & Time Keeping Clerks
2002	Personal & Home Care Aides
1995	Personnel, Training, & Labor Relations Managers
1999	Pest Controllers & Pest Control Assistants
1993	Pharmacy Assistants
1997, 2001	Pharmacy Technicians
1992	Photographic Production Machine Operators & Tenders
1992	Physical Therapy Assistants
1994, 2001	Physician's Assistants
1996	Plastic Molding & Casting Machine Setters, & Set-Up Operators
1998, 2002	Plumbers, Pipefitters, & Steamfitters
1999	Police Patrol Officers
1996, 2002	Production Inspectors, Testers, Graders, Sorters, Samplers, & Weighers
1992, 1996	Property & Real Estate Managers & Administrators
1995	Purchasing Agents - Securities, Commodities, & Financial Services
1993-96, 2001	Radiological Technologists
1992, 1996, 2002	Receptionists, Information Clerks
1999	Recreation Workers
1997, 2000	Registered Nurses
1994	Reservation & Transportation Ticket Agents
1998	Residential Counselors
1992, 2002	Respiratory Care Practitioners
1998	Roofers

REPORT YEAR	OCCUPATIONAL TITLES
1993	Safety Engineers - Except Mining
2002	Sales Agents - Advertising
1995	Sales Agents - Securities, Commodities, & Financial Services
2002	Sales Agents - Selected Business Services
2000	Sales Representatives
1993, 2000	Sales Representatives - Non-Scientific, Except Retail
2000	Sales Representatives - Scientific
1993-96, 2000	Salespersons - Retail, (Non-Vehicle)
2001	Secretaries - Except Legal & Medical
1994	Secretaries - Legal
1996	Secretaries - Medical
1998	Sewing Machine Operators, Garment
1995	Social Workers - Except Medical & Psychiatric
1992, 1997, 2002	Stock Clerks - Sales Floor
1992, 1997, 2002	Stock Clerks - Stockroom, Warehouse, & Storage Yard
1993, 1997	Surgical Technicians
1994	Surveying & Mapping Scientists
1994	Surveying & Mapping Technicians & Technologists
1994, 1999	Systems Analysts, Electronic Data Processing
1995, 1999	Teachers - Elementary School
1995, 2002	Teachers - Secondary School
1997, 2002	Teachers - Special Education
1998	Teachers - Vocational Education
1998, 2001	Technical Writers
1997	Telecommunications Technicians
1998	Telemarketers
1995, 2002	Telephone & Cable TV Line Installers & Repairers
2000	Tellers
1996	Tool & Die Makers
1999	Traffic, Shipping, & Receiving Clerks
1992-96, 2001	Travel Agents
1996, 2001	Truck Drivers, Heavy or Tractor Trailer
1996, 1999	Truck Drivers, Light - Includes Delivery & Route Workers
1996	Typists, Including Word Processing
1998, 2001	Veterinary Assistants
1993	Vocational, Educational Counselors
1998	Waiters & Waitresses
1997, 2001	Welders & Cutters
1994	Welfare Eligibility Workers, Interviewers
1993-97, 2001	Wholesale & Retail Buyers - Except Farm Products
1995	Wholesalers II - International Trade
2002	Writers & Editors



Orange County

Occupational Profiles

Survey Years 2000-2002

ACKNOWLEDGEMENT

On behalf of the Orange County Workforce Investment Board, we would like to express our gratitude to the many employers throughout the county for contributing their valuable time and information to this Occupational Outlook Report.



Accountants & Auditors

Employers: 15 ❖ Employees: 74

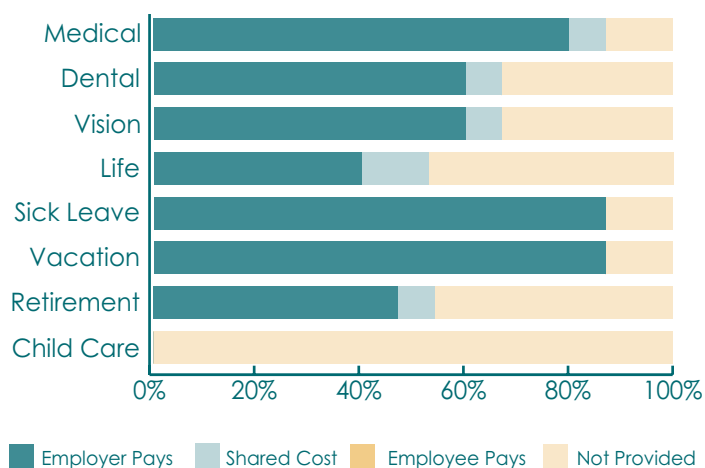
Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles: Staff Accountants and Bookkeepers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$13.42 - \$16.78	\$15.82
New Hires, Experienced	\$8.00 - \$21.10	\$14.38
3+ Years With Firm	\$15.00 - \$27.81	\$21.10

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,750 - 12,330

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.7%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **67%** Grow - **20%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Management and Public Relations
Federal, State and Local Government

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	60%
Colleges	47%
Word of Mouth	47%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **22.1%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 91% of employees work full time for an average of 43 hours per week. 9% of employees work part-time for an average of 29 hours per week.
- ❖ Emerging occupations include Business Consultant.
- ❖ 53% of the employees are female, and 47% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Accounting and Taxation.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Financial planning skills
- ❖ Business math
- ❖ Government accounting
- ❖ Ability to conduct an audit
- ❖ Tax accounting
- ❖ Estate planning
- ❖ Problem solving skills
- ❖ Verbal presentation
- ❖ Bondable
- ❖ Certified Public Accountant (CPA)
- ❖ Ability to write effectively
- ❖ Ability to use accounting software

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ QuickBooks

For Career Advancement

- ❖ Communication skills
- ❖ Writing ability
- ❖ Willingness to work
- ❖ Client interaction
- ❖ Detail oriented
- ❖ Good productivity
- ❖ Accuracy
- ❖ Continuing education

New Skills

- ❖ Internet proficiency

License

- ❖ Certified Public Accountant (CPA)

Adjustment Clerks

Employers: 15 ❖ Employees: 125

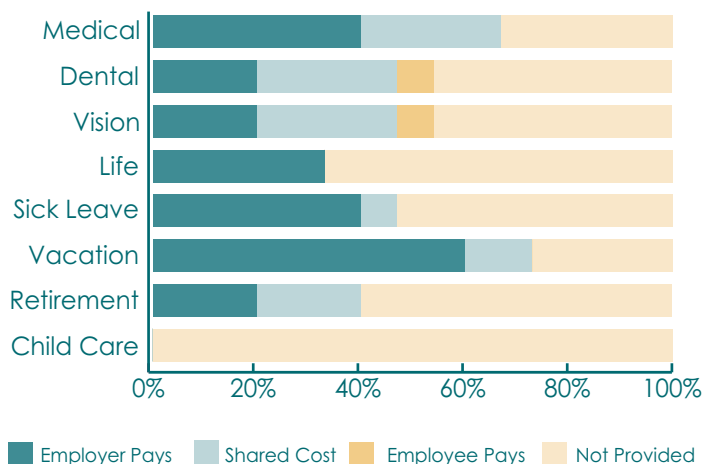
Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

Alternate Job Titles: Clerks, Managers, Customer Service Clerks, Collectors, Customer Service Representatives.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$11.00	\$7.00
New Hires, Experienced	\$6.00 - \$13.90	\$10.79
3+ Years With Firm	\$6.25 - \$19.18	\$11.99

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

3,970 - 5,980

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **47.4%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 13% Remain Stable - 47% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Personal Credit Institutions

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	71%
Walk-In Applicants	50%
Colleges	21%
Internet	21%
In-House Promotion	21%
Employment Agencies	14%

SUPPLY & DEMAND

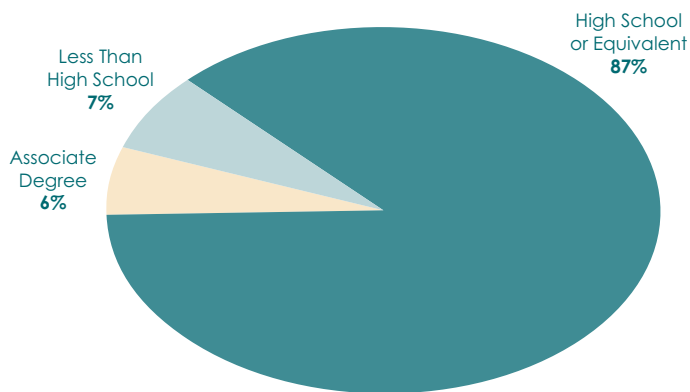
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **4.8%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 77% of employees work full time for an average of 40 hours per week. 23% of employees work part-time for an average of 27 hours per week.
- ❖ 50% of the employees are female, and 50% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Many** employers require previous work experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Accounting, Computer Courses, General Office/Clerical Skills and Typing Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Alphabetic and numeric filing skills
- ❖ Ability to perform detailed clerical work
- ❖ Telephone answering skills
- ❖ Ability to write effectively
- ❖ Problem solving skills
- ❖ Ability to type at least 45 wpm

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word processing skills
- ❖ Spreadsheet software experience
- ❖ Database experience

For Career Advancement

- ❖ Interpersonal skills
- ❖ Communication
- ❖ Bilingual Spanish/English
- ❖ Team skills
- ❖ Leadership
- ❖ Self-motivation
- ❖ Good job performance

New Skills

- ❖ Machine knowledge
- ❖ Computer literacy
- ❖ Internet
- ❖ Understanding Fair Credit Collection Act

Amusement & Recreation Attendants

Employers: 15 ❖ Employees: 705

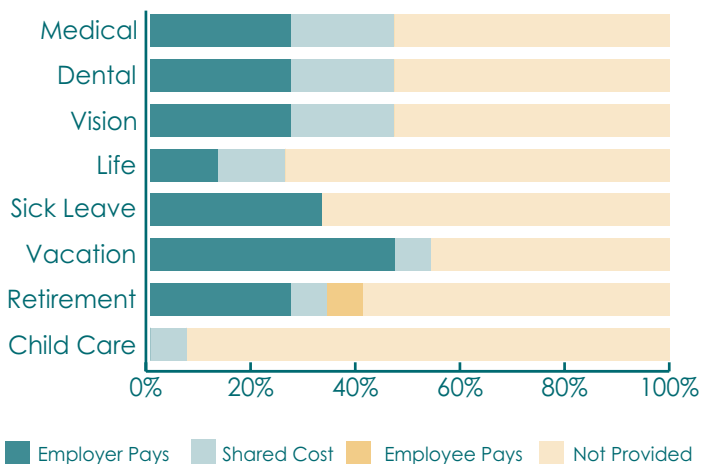
Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

Alternate Job Titles: Attraction Hosts/Hostesses, Ride Attendants, Golf Staff, and Player Service.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$8.00	\$6.88
New Hires, Experienced	\$6.25 - \$11.99	\$8.00
3+ Years With Firm	\$6.75 - \$16.78	\$9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 4,680 - 6,420

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **37.2%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 46% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 27% Grow - 73%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Employee Referrals	67%
Walk-In Applicants	60%
Newspaper Ads	40%
Word of Mouth	33%
Colleges	27%

SUPPLY & DEMAND

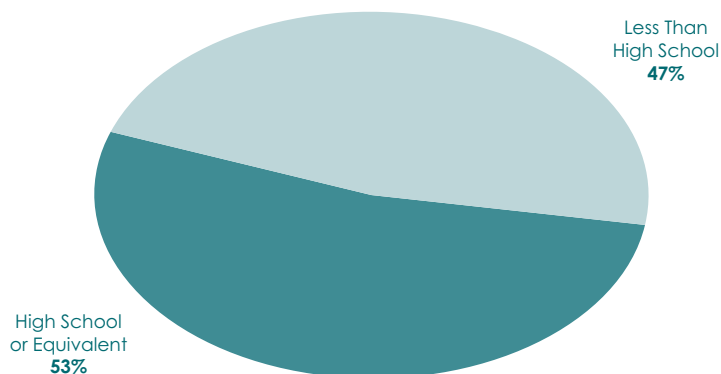
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **25.0%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% are union.
- ❖ 23% of employees work full time for an average of 36 hours per week. 44% of employees work part-time for an average of 20 hours per week. 33% of employees work seasonal for an average of 31 hours per week.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **most** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Health and Physical Education/Fitness.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ Ability to make change
- ❖ Ability to operate a cash register
- ❖ Possession of a valid driver's license

Physical

- ❖ Ability to tolerate noise, dust, and fumes
- ❖ Ability to stand for long periods
- ❖ Good physical condition

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Customer service
- ❖ Punctuality
- ❖ Communication skills
- ❖ Enthusiasm
- ❖ Flexibility
- ❖ Problem solving skills
- ❖ Math and computer skills

Assemblers - Electrical & Electronic Equipment - Precision

Employers: 15 ❖ Employees: 540

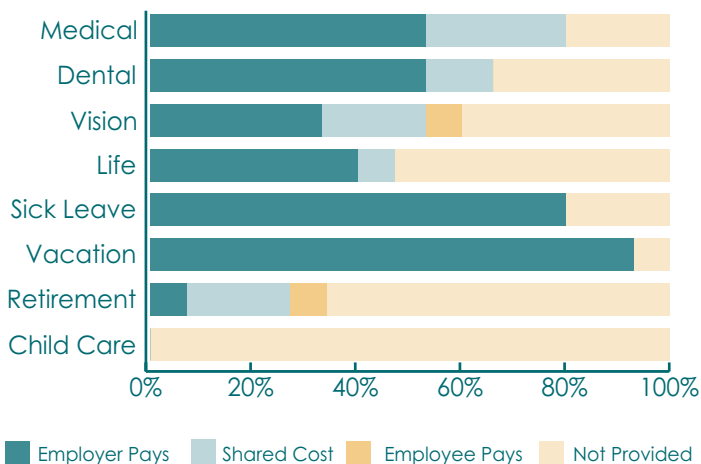
Assemblers of Electrical and Electronic Equipment - Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. Does not include workers who primarily assemble electrical systems for machinery.

Alternate Job Titles: Electronic Assemblers, Production Assemblers, and Crystal Processors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$7.10	\$7.00
New Hires, Experienced	\$6.50 - \$10.47	\$8.00
3+ Years With Firm	\$7.35 - \$13.00	\$10.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,700 - 6,620

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **16.1%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 27% Remain Stable - 33% Grow - 40%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Measuring and Controlling Devices
Medical Instruments and Supplies

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
Walk-In Applicants	47%
Employment Agencies	40%

SUPPLY & DEMAND

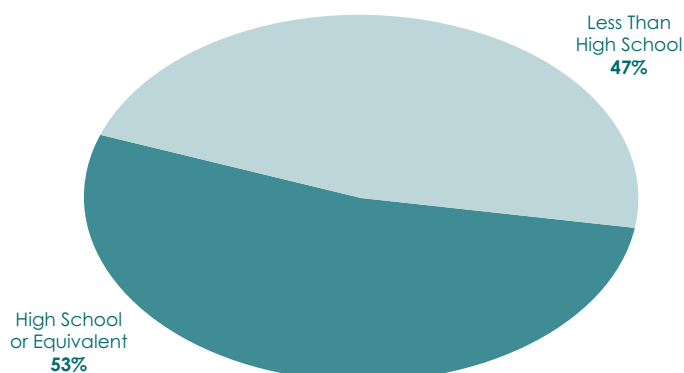
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is also **not difficult** to find inexperienced applicants. The turnover rate is **6.5%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 79% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 20 hours per week. 19% of employees work temporary or on-call for an average of 40 hours per week.
- ❖ Emerging occupations include Component Engineer and Ball-Grid Manufacturer.
- ❖ 61% of the employees are female, and 39% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Communications Systems Installer and Repairer and Business Machine Repairer.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to perform assembly work
- ❖ Soldering skills
- ❖ Ability to use hand tools
- ❖ Ability to read blueprints or working drawings

Physical

- ❖ Good eye-hand coordination
- ❖ Manual dexterity
- ❖ Possession of good color perception
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to perform routine, repetitive work

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ AutoCAD

For Career Advancement

- ❖ Work performance
- ❖ Common sense
- ❖ Good attitude
- ❖ Assembly skills
- ❖ Loyalty
- ❖ Mathematical skills
- ❖ Knowledge of electronic circuits
- ❖ Computer training
- ❖ Communication skills
- ❖ Ability to read blueprints

New Skills

- ❖ Wire bondage
- ❖ Master CAM

Automotive Mechanics

Employers: 15 ❖ Employees: 510

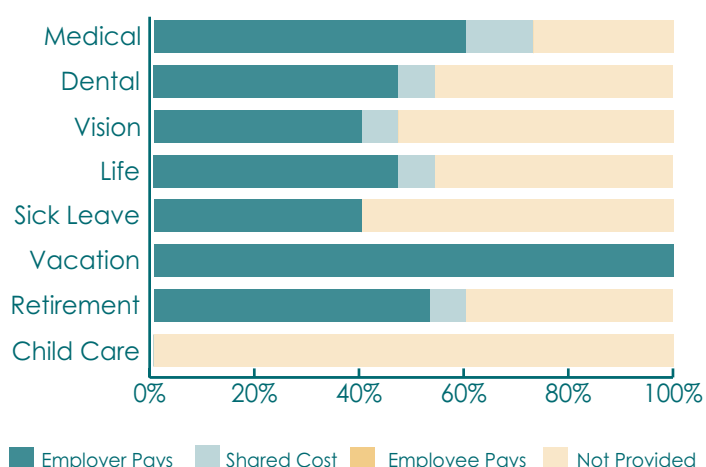
Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Alternate Job Titles: Mechanics, Technicians, General Mechanics, Line Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$14.38	\$8.00
New Hires, Experienced	\$8.00 - \$20.00	\$14.69
3+ Years With Firm	\$10.00 - \$33.56	\$17.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

6,110 - 7,240

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **18.5%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 40% Grow - 60%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

New and Used Car Dealers
Automotive Repair Shops

RECRUITMENT METHODS

Walk-In Applicants	73%
Employee Referrals	67%
Newspaper Ads	67%
In-House Promotion	20%
School Referrals	20%
Colleges	13%
Employment Agencies	13%

SUPPLY & DEMAND

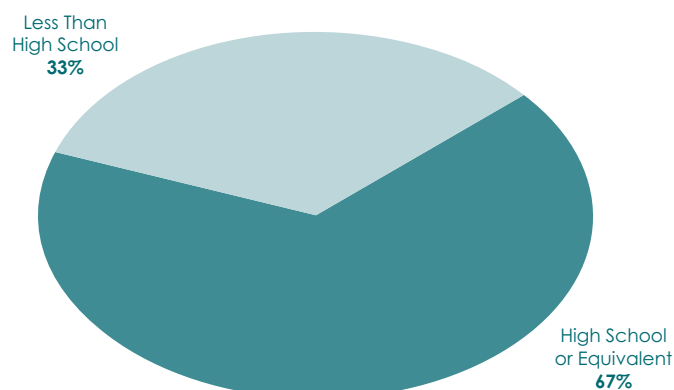
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **34.5%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 97% of employees work full time for an average of 45 hours per week. 3% of employees work part-time for an average of 26 hours per week.
- ❖ 10% of the employees are female, and 90% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



All employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and they will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Electrical and Electronics Equipment Installer and Repairer, Electro-mechanical Tech, Certified Smog Technician and Auto Diagnostics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate electronic automotive diagnostic equipment
- ❖ Ability to repair vehicle heaters, air conditioners, carburetors, fuel injection systems, and emission controls
- ❖ Ability to implement safe work practices
- ❖ Ability to tune up engines
- ❖ Arc welding skills
- ❖ Gas welding skills
- ❖ Front end alignment skills

Physical

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand for long periods of time

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Interpersonal skills
- ❖ Customer relation skills
- ❖ Fast learner
- ❖ Math skills
- ❖ Product knowledge
- ❖ Mechanical skills
- ❖ Further education
- ❖ Communication

New Skills

- ❖ Computer knowledge
- ❖ Electrical engineering

License

- ❖ Possession of a valid driver's license

Bill & Account Collectors

Employers: 15 ❖ Employees: 565

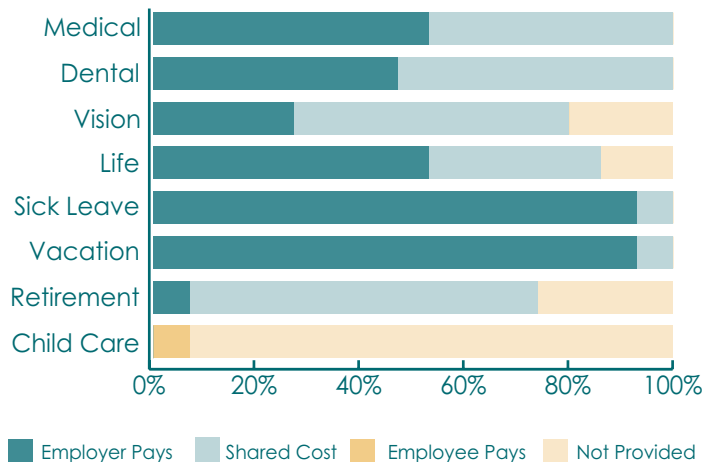
Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

Alternate Job Titles: Collectors, Loan Adjusters, Accounts Payable Clerks, Bill Collectors, Customer Service Representatives, Collectors and Skip Tracers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$10.00 - \$12.95	\$11.50
New Hires, Experienced	\$8.50 - \$14.38	\$13.18
3+ Years With Firm	\$10.75 - \$19.18	\$15.34

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

5,380 - 7,600

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **41.3%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 60% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 33% Grow - 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Credit Reporting and Collection Management and Public Relations

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	60%
Internet	53%
In-House Promotion	33%
Colleges	33%
Walk-In Applicants	13%
Employment Agencies	13%

SUPPLY & DEMAND

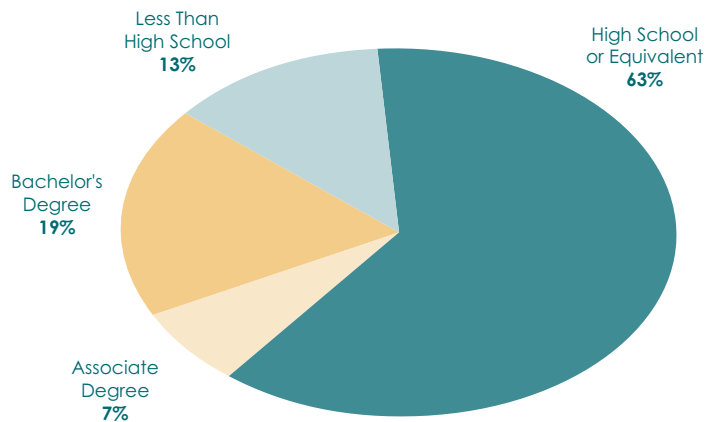
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **43.5%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 93% of employers surveyed are non-union, and 7% are union.
- ❖ 97% of employees work full time for an average of 40 hours per week. 3% of employees work part-time for an average of 22 hours per week.
- ❖ Emerging occupations include Insurance Specialist.
- ❖ 62% of the employees are female, and 38% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



All employers report that technical or vocational training is not required. **Many** employers accept training in lieu of experience. **Many** employers require previous work experience and **most** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Administrative Assistant, Accounting, Banking, and General Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Record keeping skills
- ❖ Bookkeeping skills
- ❖ Ability to use a calculator
- ❖ Ability to interview others for information
- ❖ Ability to follow billing procedures
- ❖ Telephone answering skills
- ❖ Ability to write effectively
- ❖ Ability to type at least 45 wpm

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Public contact skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Lotus
- ❖ PageMaker

For Career Advancement

- ❖ Leadership and decision making
- ❖ Good performance and accountability
- ❖ Business savvy
- ❖ Communication
- ❖ Math skills
- ❖ Computer knowledge
- ❖ Dependability and promptness
- ❖ Higher education
- ❖ Verbal skills
- ❖ Customer service

New Skills

- ❖ Computer literacy with Word and Excel
- ❖ Good communication
- ❖ Negotiation skills

License

- ❖ Possession of a valid driver's license

Bookkeeping, Accounting & Auditing Clerks, Including Bookkeepers

Employers: 15 ❖ Employees: 97

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Alternate Job Titles: Administrators, and Accountants.

SIZE OF OCCUPATION

Very Large: 19,570 - 20,690

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **5.7%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 60% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Accounting, Auditing and Bookkeeping Firms
Eating and Drinking Places

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	33%
In-House Promotion	20%
Walk-Ins	20%

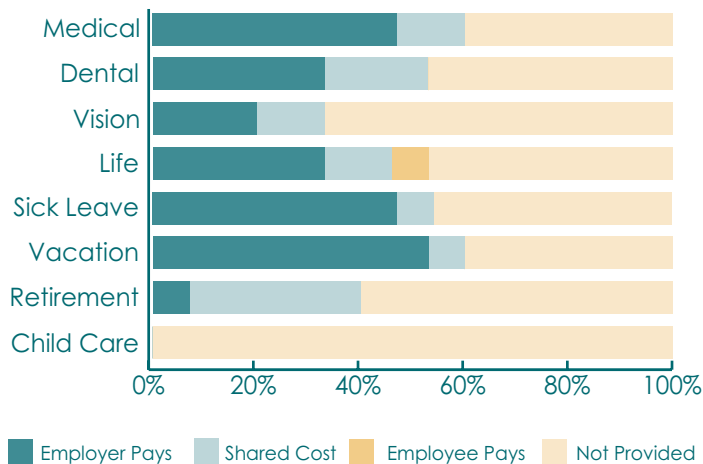
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **3.5%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.50 - \$20.14	\$13.29
New Hires, Experienced	\$10.00 - \$21.10	\$15.00
3+ Years With Firm	\$13.00 - \$23.97	\$18.00

Fringe Benefits



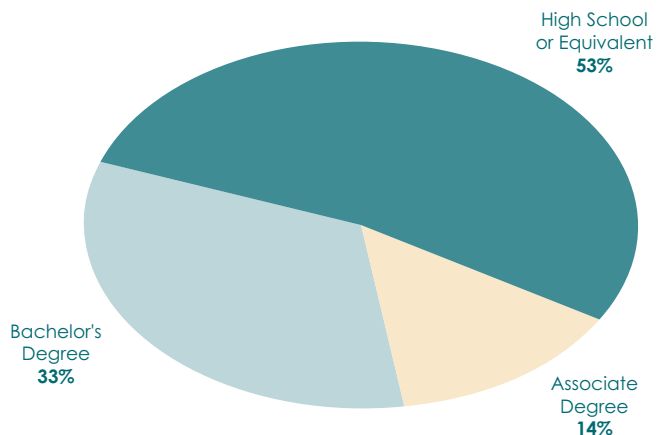
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 40 hours per week. 11% of employees work part time for an average of 25 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 47% of the employees are female, and 53% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (55%) employers report that they will not accept training in lieu of experience. **Almost all (87%)** employers report that technical or vocational training is not required. **Most (60%)** employers require previous work experience, and **many (55%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Accounting, Computer Courses, Finance and Mathematics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Bondable
- ❖ Accounting skills
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Ability to use database software
- ❖ Ability to use spreadsheet software
- ❖ Bookkeeping skills
- ❖ Ability to operate 10-key adding machine by touch
- ❖ Payroll processing skills
- ❖ Ability to conduct an audit
- ❖ Ability to use word processing software

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to perform routine, repetitive work
- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Public contact skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QuickBooks
- ❖ Peachtree

For Career Advancement

- ❖ Excellent computer skills
- ❖ Detail oriented
- ❖ College degree
- ❖ Communication skills
- ❖ Critical thinking
- ❖ Self-motivated and confident
- ❖ Accuracy
- ❖ Honesty and dependability
- ❖ Reliability and punctuality

Child Care Workers

Employers: 15 ❖ Employees: 1,237

Child Care Workers attend children at schools, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

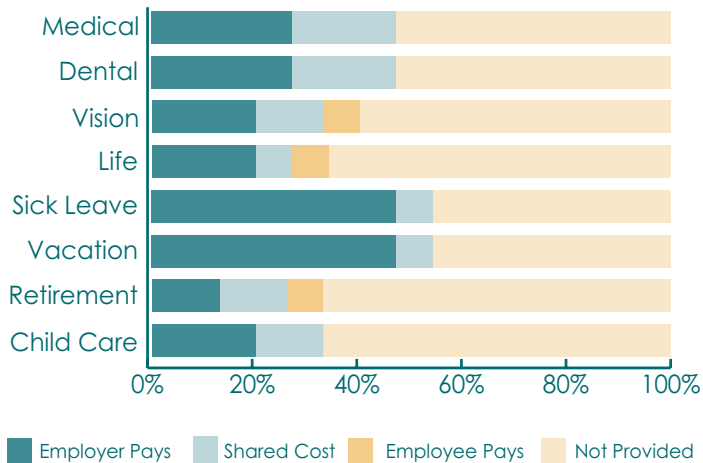
Alternate Job Titles: Child Day Care Assistants, Child Care Attendants, Early Childcare Workers, Home Day Caregivers, Child Development Program Assistants.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$8.75	\$6.00
New Hires, Experienced	\$6.25 - \$9.75	\$7.43
3+ Years With Firm	\$6.50 - \$10.00	\$8.85

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.53 - \$10.08	\$9.57
New Hires, Experienced	\$7.53 - \$10.66	\$9.48
3+ Years With Firm	\$10.55 - \$12.36	\$11.20

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

3,050 - 4,000

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **31.1%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 27% Remain Stable - 33% Grow - 40%

Projected Next 24 Months

Decline - 7% Remain Stable - 40% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Child Care Day Services
Elementary and Secondary Schools

RECRUITMENT METHODS

Employee Referrals	60%
Colleges	60%
Walk-In Applicants	53%
Newspaper Ads	47%
School Referrals	27%
Internet	13%

SUPPLY & DEMAND

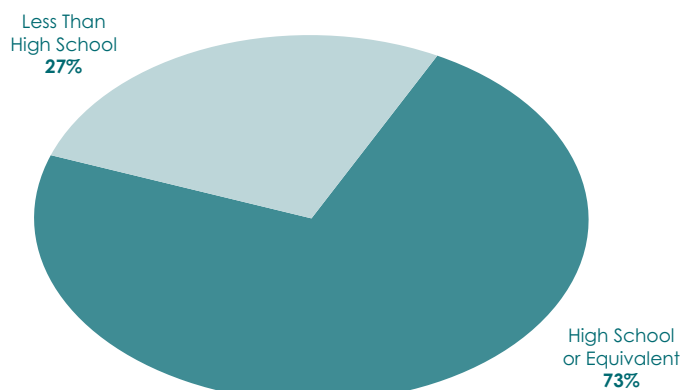
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **39.8%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 67% of employers surveyed are union, and 33% are non-union.
- ❖ 27% of employees work full time for an average of 38 hours per week. 57% of employees work part-time for an average of 17 hours per week. 11% of employees work temporary or on call for an average of 22 hours per week. 5% of employees work seasonal for an average of 27 hours per week.
- ❖ 85% of the employees are female, and 15% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report that they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Child Guidance and Care and Child Development.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of early childhood development
- ❖ Oral reading skills
- ❖ Musical skills
- ❖ Ability to administer emergency first aid
- ❖ Ability to write effectively
- ❖ Possession of an Early Childhood Development Certificate

Physical

- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to lift at least 40 lbs. repeatedly

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Ability to handle crisis situations
- ❖ Possession of a clean police record
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Ability to exercise patience

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Lotus

For Career Advancement

- ❖ Intelligence
- ❖ Liking children
- ❖ Child care skills
- ❖ Communication skills
- ❖ Problem solving
- ❖ Verbal skills
- ❖ Teaching credential

New Skills

- ❖ CPR training
- ❖ Classroom organization
- ❖ Knowledge of current child development research

Computer Aided Design (CAD) Technicians

Employers: 16 ❖ Employees: 142

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Alternate Job Titles: CAD Operators, CAD Draftsmen, Computer Aided Design Specialists, and Auto CAD Operators.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1999-2006: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - **25%** Remain Stable - **44%** Grow - **31%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **31%** Grow - **69%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Architectural and Engineering Services
Manufacturing Services

RECRUITMENT METHODS

Colleges & Universities	63%
Newspaper Ads	44%
Employee Referrals	38%
Internet	31%

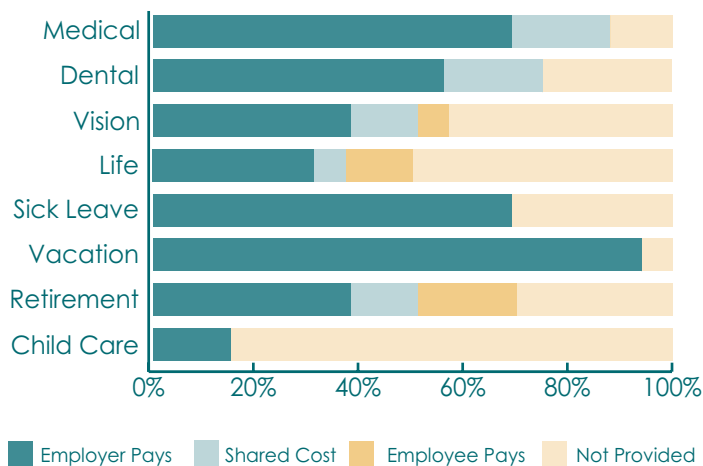
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **3.3%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$21.00	\$12.00
New Hires, Experienced	\$10.00 - \$23.01	\$16.50
3+ Years With Firm	\$12.00 - \$25.00	\$22.77

Fringe Benefits



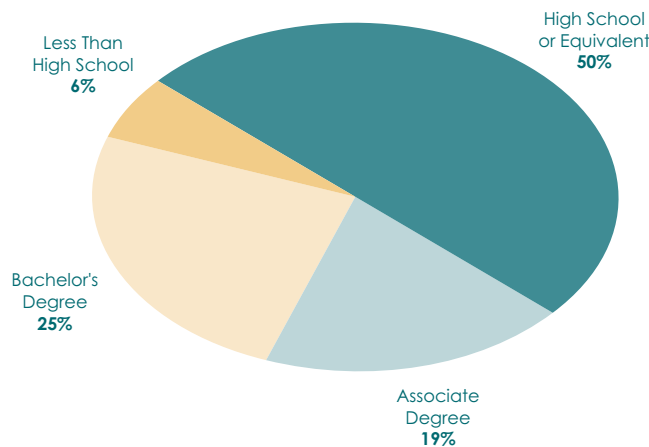
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 75% of all employers promote.
- ❖ 94% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 41 hours per week. 4% of employees work part time for an average of 16 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift, and 6% of employers have a graveyard shift.
- ❖ 28% of the employees are female, and 72% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (54%) employers report that they will not accept training in lieu of experience. **Most (69%)** employers report that technical or vocational training is not required. **Most (63%)** employers require previous work experience, and **most (77%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Drafting, Architecture and Computer Software.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Drafting and design skills
- ❖ Knowledge of automated systems
- ❖ Knowledge of basic engineering principles
- ❖ Knowledge of Computer-integrated Manufacturing (CIM)
- ❖ Ability to adapt to changing technologies
- ❖ Advanced math skills
- ❖ Abstract reasoning skills
- ❖ Creative thinking skills
- ❖ Mechanical ability
- ❖ Problem solving skills
- ❖ Ability to perform multiple and varied tasks

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to concentrate
- ❖ Manual dexterity
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ AutoCAD
- ❖ Cadence

For Career Advancement

- ❖ Interpersonal skills
- ❖ Knowledge of drafting industry
- ❖ Architectural design skills
- ❖ Management skills
- ❖ Continued training
- ❖ Land surveying skills
- ❖ Knowledge of construction techniques
- ❖ Dependable and responsible

New Skills

- ❖ Knowledge of 3D computer technology

Computer Support Specialists

Employers: 15 ❖ Employees: 3,671

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve users' computer software and hardware problems. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Alternate Job Titles: PC Technicians, Desktop Support Analysts, Technical Support Agents, and Network Engineers.

SIZE OF OCCUPATION

4,820 - 7,100

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **47.3%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 46% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Professional and Commercial Equipment

RECRUITMENT METHODS

Employee Referrals	60%
Newspaper Ads	53%
Internet	53%
Walk-In Applicants	47%
Employment Agencies	33%
In-House Promotion	27%
Colleges	13%

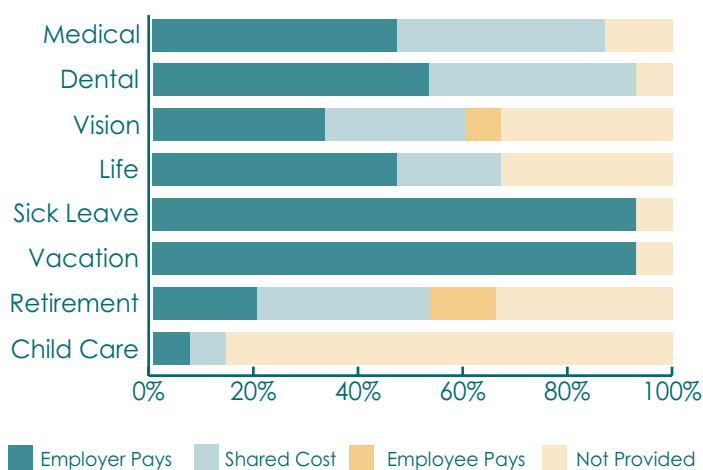
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **2.0%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$10.00 - \$21.58	\$12.31
New Hires, Experienced	\$13.42 - \$28.77	\$18.64
3+ Years With Firm	\$16.50 - \$35.00	\$21.00

Fringe Benefits



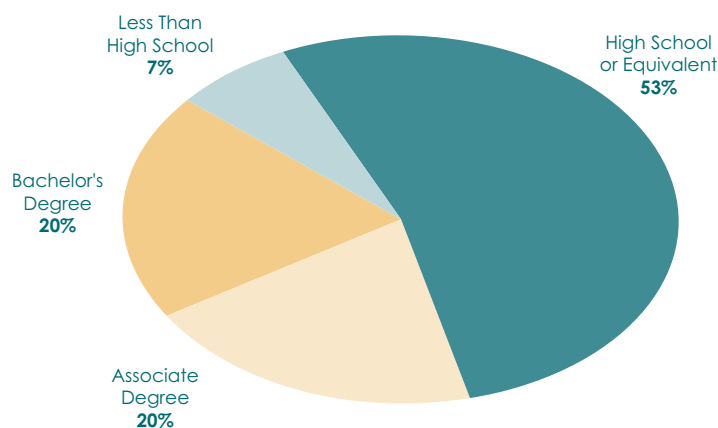
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 87% of employers surveyed are non-union, and 13% are union.
- ❖ 100% of employees work full time for an average of 40 hours per week.
- ❖ Emerging occupations include Security Software Specialist, Developer, and Product Specialist.
- ❖ 35% of the employees are female, and 65% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report that they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is required. **Most** employers require previous work experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Information Sciences, Networks and Computer Science.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of microcomputer hardware and operating systems
- ❖ Ability to use operating manuals
- ❖ Knowledge of software applications
- ❖ Understanding of networks
- ❖ Ability to write
- ❖ Ability to troubleshoot
- ❖ Ability to utilize good teaching techniques

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Ability to communicate with technical and non-technical staff

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Lotus
- ❖ Printshop
- ❖ Cisco
- ❖ PageMaker

For Career Advancement

- ❖ Interpersonal and communication skills
- ❖ Computer skills
- ❖ Technical skills
- ❖ Analytical and business skills
- ❖ Accounting experience

New Skills

- ❖ Advanced computer literacy
- ❖ Internet

Concrete & Terrazzo Finishers

Employers: 16 ❖ Employees: 234

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. Includes Concrete Rubbers.

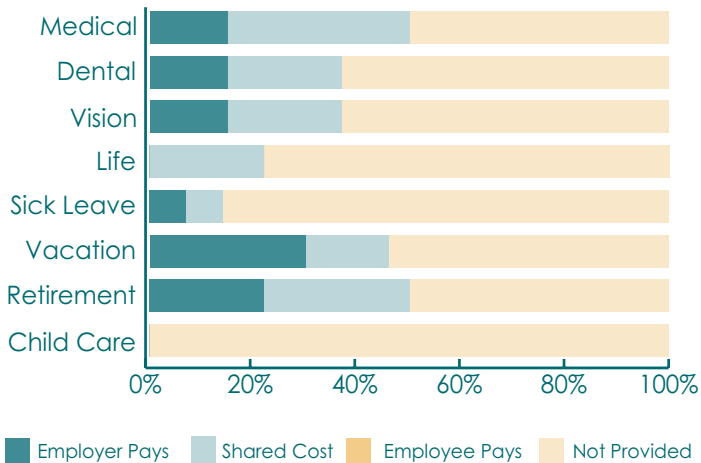
Alternate Job Titles: Concrete Masons, Cement Masons, and Concrete Finishers.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$13.15	\$9.00
New Hires, Experienced	\$8.00 - \$28.00	\$16.44
3+ Years With Firm	\$8.00 - \$31.00	\$20.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$8.95 - \$35.00	\$23.00
3+ Years With Firm	\$15.98 - \$35.00	\$27.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,580 - 1,850

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **17.1%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **24%** Remain Stable - **38%** Grow - **38%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **62%** Grow - **38%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Highway and Street Construction
Home and Office Construction

RECRUITMENT METHODS

Employee Referrals	69%
Walk-In Applicants	44%
Word of Mouth	31%
In-House Promotion	25%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **42.5%**.

WORK PATTERNS

- ❖ 56% of all employers promote.
- ❖ 69% of employers surveyed are non-union, and 31% are union.
- ❖ 94% of employees work full time for an average of 39 hours per week. 6% of employees work part-time for an average of 17 hours per week.
- ❖ 100% of employers have a day shift. 6% of employers have a swing shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (67%) employers report that they will not accept training in lieu of experience. **Almost all (88%)** employers report that technical or vocational training is not required. **Most (63%)** employers do require previous work experience, and **many (58%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Basic construction skills
- ❖ Understanding of construction terms
- ❖ Ability to do cement work
- ❖ Ability to operate power hand tools
- ❖ Ability to use hand tools
- ❖ Understanding of building codes
- ❖ Ability to read blueprints

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to lift at least 100 lbs. repeatedly
- ❖ Possession of good color perception
- ❖ Ability to perform strenuous, physically demanding work
- ❖ Ability to kneel for extended periods of time
- ❖ Physical stamina

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

For Career Advancement

- ❖ Able to read shop drawings and plans
- ❖ Leadership
- ❖ Knowledge of concrete construction
- ❖ Good attitude and hard worker
- ❖ Bilingual
- ❖ Reading and math skills
- ❖ Able to follow directions

New Skills

- ❖ Knowledge of new products

Cooks - Restaurant

Employers: 15 ❖ Employees: 240

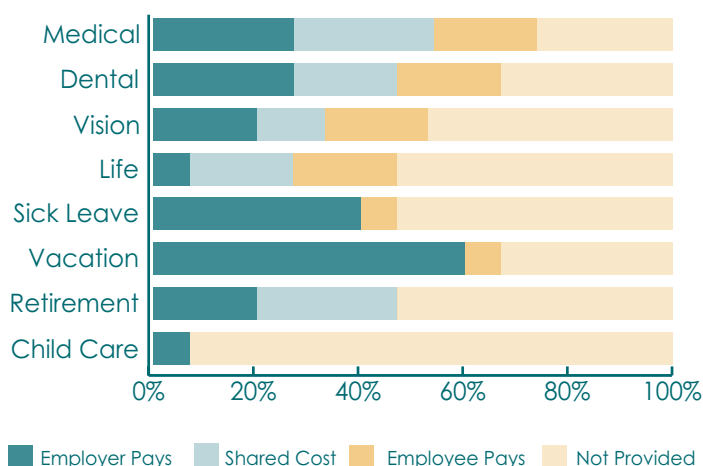
Restaurant Cooks prepare, season and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Alternate Job Titles: Chefs, Assistant Chefs, Head Cooks, Line Cooks, Prep Cooks, Head Kitchen Managers, and Cooks.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$11.51	\$7.75
New Hires, Experienced	\$7.00 - \$14.38	\$9.00
3+ Years With Firm	\$7.00 - \$19.50	\$11.51

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 9,300 - 10,820

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **16.3%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 67% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places

RECRUITMENT METHODS

Newspaper Ads	73%
Walk-Ins	67%
Employee Referrals	47%
In-House Promotion	27%

SUPPLY & DEMAND

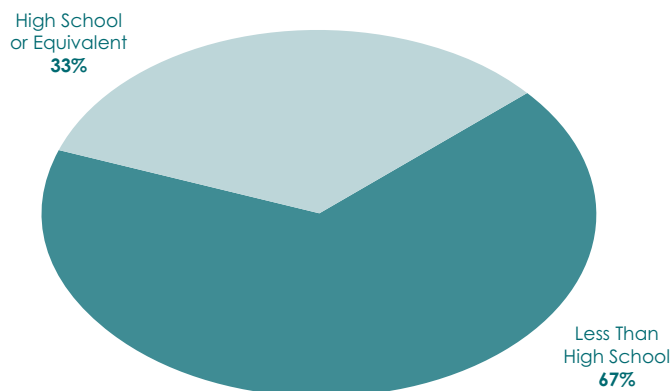
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **56.2%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 80% of employees work full time for an average of 39 hours per week. 20% of employees work part-time for an average of 21 hours per week.
- ❖ 93% of employers have a day shift. 53% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ 9% of the employees are female, and 91% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (57%) employers report that they will not accept training in lieu of experience. **Almost all** (93%) employers report that technical or vocational training is not required. **Almost all** (80%) employers require previous work experience, and **most** (71%) employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Meat carving skills
- ❖ Ability to plan and organize the work of others
- ❖ Pastry making skills
- ❖ Food baking skills
- ❖ Menu planning skills
- ❖ Ability to write effectively
- ❖ Ability to cook ethnic foods
- ❖ Sauce making skills
- ❖ Food buying skills

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

For Career Advancement

- ❖ Management skills
- ❖ Interpersonal skills
- ❖ Ability to prepare quality food
- ❖ Punctuality and efficiency
- ❖ Leadership skills
- ❖ Knowledge of food equipment

New Skills

- ❖ Use of computerized equipment
- ❖ Food handling certificate

Cooks - Specialty Fast Food

Employers: 15 ❖ Employees: 130

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

Alternate Job Titles: Kitchen Cooks, Kitchen Help and Cooks.

SIZE OF OCCUPATION

Large: 5,720 - 6,140

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **16.5%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 6% Remain Stable - 47% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Walk-Ins	73%
Employee Referrals	53%
Newspaper Ads	53%
In-House Promotion	20%

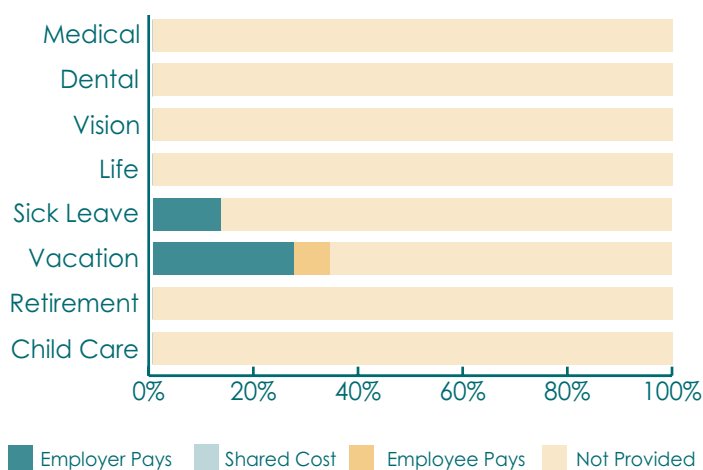
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **20.5%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$7.00	\$6.75
New Hires, Experienced	\$6.75 - \$10.00	\$7.25
3+ Years With Firm	\$7.25 - \$10.00	\$8.00

Fringe Benefits

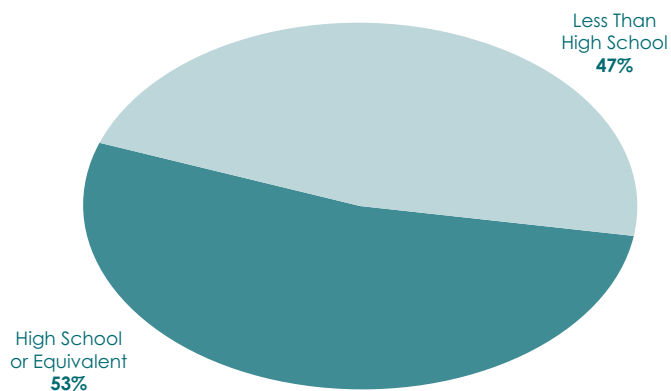


WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 52% of employees work full time for an average of 40 hours per week. 48% of employees work part-time for an average of 24 hours per week.
- ❖ 93% of employers have a day shift. 47% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 45% of the employees are female, and 55% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (60%) employers report that they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (67%)** employers do not require previous work experience, and **most (60%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate a cash register

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to work rapidly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

For Career Advancement

- ❖ Supervisory and management skills
- ❖ Interpersonal skills
- ❖ Ability to prepare quality food
- ❖ Reliability, honesty and punctuality
- ❖ Good customer service
- ❖ Leadership
- ❖ Fluent in English language
- ❖ Integrity

New Skills

- ❖ Keeping up with industry cooking skills

Correction Officers & Jailers

Employers: 10 ❖ Employees: 98

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

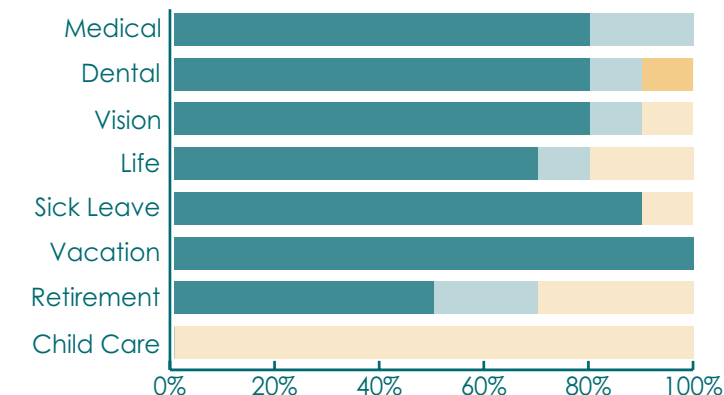
Alternate Job Titles: Detention Officers and Custody Officers.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$16.45	\$11.48
New Hires, Experienced	\$10.25 - \$16.45	\$13.35
3+ Years With Firm	\$14.00 - \$20.99	\$17.50

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.85 - \$20.00	\$18.07
New Hires, Experienced	\$15.19 - \$19.00	\$18.02
3+ Years With Firm	\$17.33 - \$22.77	\$21.24

Fringe Benefits



Legend: ■ Employer Pays ■ Shared Cost ■ Employee Pays ■ Not Provided
All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 770 - 1,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **40.3%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 60% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 80% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Local Government

RECRUITMENT METHODS

Internet	70%
Newspaper Ads	60%
Word of Mouth	40%
Employment Agencies	20%
In-House Promotion	20%
Walk-In Applicants	20%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **23.5%**.

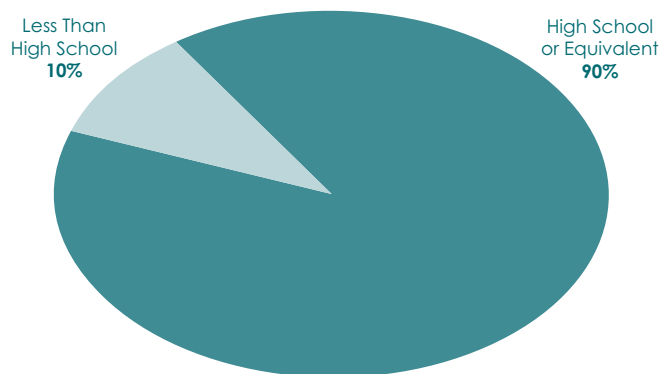


WORK PATTERNS

- ❖ 70% of all employers promote.
- ❖ 80% of employers surveyed are union, and 20% are non-union.
- ❖ 95% of employees work full time for an average of 43 hours per week. 5% of employees work part-time for an average of 23 hours per week.
- ❖ Emerging occupations include Forensic Fingerprint Scan.
- ❖ 20% of the employees are female, and 80% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report that they will accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **many** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Law Enforcement and Police Science.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Ability to administer emergency first aid
- ❖ Ability to plan and organize the work of others
- ❖ Supervisory skills

Physical

- ❖ Ability to pass a physical performance test
- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Fingerprinting program

For Career Advancement

- ❖ Leadership
- ❖ Supervision skills
- ❖ Writing skills
- ❖ Good work ethic
- ❖ Attention to detail
- ❖ Bilingual
- ❖ College education
- ❖ Computer skills
- ❖ People skills

New Skills

- ❖ Narcotics seminars

License

- ❖ Possession of a Firearms Qualifications Card

Database Administrators

Employers: 15 ❖ Employees: 127

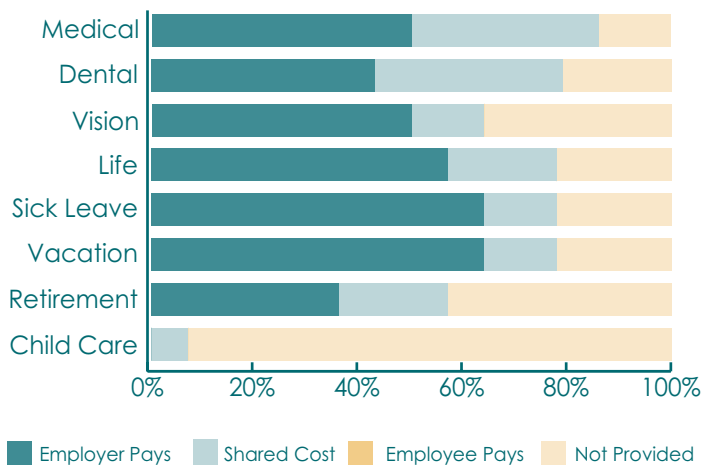
Database Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate database development as part of a project team.

Alternate Job Titles: Information Systems Managers, Data Administrators, and Database Consultants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced*	N/A	N/A
New Hires, Experienced	\$11.00 - \$40.75	\$26.37
3+ Years With Firm	\$15.00 - \$50.00	\$34.09
* Work Experience Required		

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,320 - 1,900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **43.9%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **60%** Grow - **40%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **53%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Offices and Clinics of Medical Doctors

RECRUITMENT METHODS

Employee Referrals	60%
Internet	53%
Colleges	33%
Word of Mouth	33%
Newspaper Ads	27%

SUPPLY & DEMAND

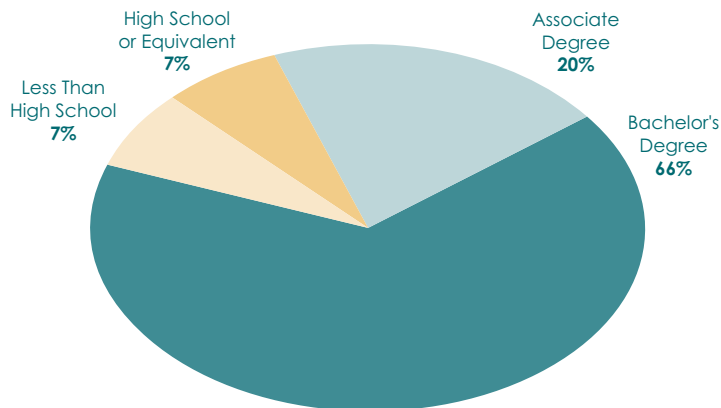
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. Experience is required for all applicants. The turnover rate is **26.6%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 25 hours per week. 1% work temporary for an average of 20 hours per week. 1% work seasonal for an average of 40 hours per week.
- ❖ Emerging occupations include Web Developers.
- ❖ 27% of the employees are female, and 73% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **All** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer and Information Sciences, Management Information Systems and Business Data Processing.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Ability to write documentation of computer procedures
- ❖ Ability to analyze data to solve problems
- ❖ Knowledge of software applications

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Customer service skills

Basic Skills

- ❖ Ability to write effectively
- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to think logically

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ C++
- ❖ Oracle
- ❖ Unix
- ❖ Structured Query Language (SQL)

For Career Advancement

- ❖ Leadership
- ❖ Team skills
- ❖ Communication skills
- ❖ Problem solving skills
- ❖ Software networking skills
- ❖ Troubleshooting
- ❖ Financial knowledge
- ❖ Logical thinking
- ❖ Management
- ❖ Good customer skills
- ❖ Good work ethic
- ❖ Flexibility

New Skills

- ❖ Cisco routing programming
- ❖ Java application knowledge
- ❖ Keeping current with new software applications

Dining Room & Cafeteria Attendants & Bartender Helpers

Employers: 15 ❖ Employees: 393

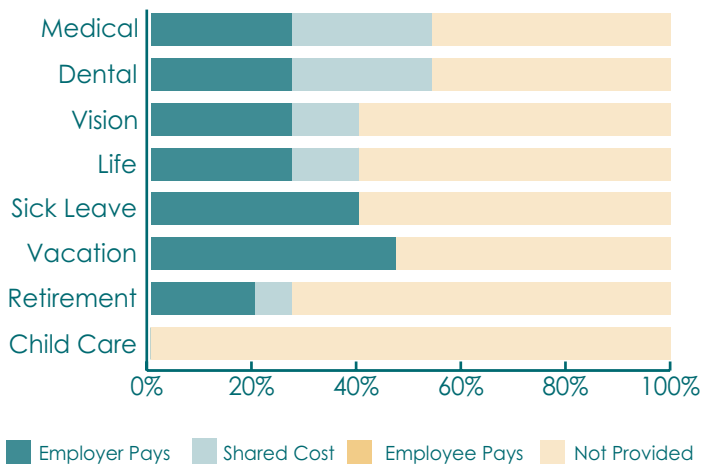
Dining Room and Cafeteria Attendants and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

Alternate Job Titles: Bussers, Busboys, Waitresses, Chefs, Dishwashers, Food Servers, Wait Staff, Bartenders, and Dining Attendants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$6.75	\$5.75
New Hires, Experienced	\$5.75 - \$7.25	\$6.00
3+ Years With Firm	\$5.75 - \$9.00	\$6.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

5,880 - 6,540

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **11.2%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 73% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 73% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places

RECRUITMENT METHODS

Newspaper Ads	93%
Employee Referrals	80%
Walk-In Applicants	80%
School Referrals	13%
In-House Promotion	7%

SUPPLY & DEMAND

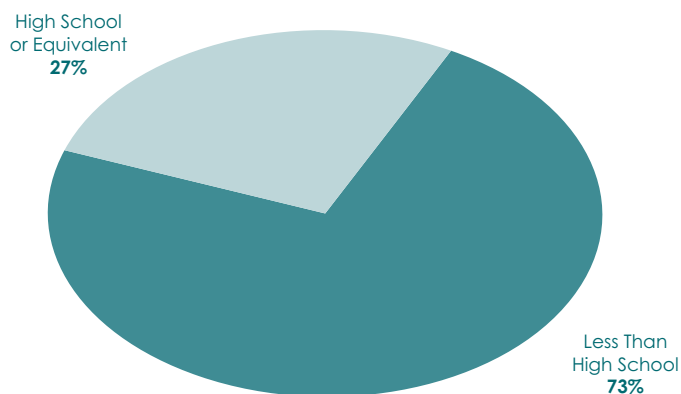
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **106.3%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 93% of employers surveyed are non-union, and 7% are union.
- ❖ 37% of employees work full time for an average of 39 hours per week. 63% of employees work part-time for an average of 24 hours per week.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers do not require previous work experience or they will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Basic Skills and General Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangetworks www.orangetworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Certified as a food handler

Physical

- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to lift at least 50 lbs. repeatedly

Personal or Other

- ❖ Good grooming skills
- ❖ Willingness to work with close supervision
- ❖ Willingness to work a split shift
- ❖ Ability to work independently
- ❖ Public contact skills

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word processing

For Career Advancement

- ❖ Reading and writing English
- ❖ Hard work
- ❖ Work proficiency
- ❖ Communication skills
- ❖ Customer service skills
- ❖ Follow food service guidelines
- ❖ Overall performance
- ❖ Ability to anticipate resident's needs
- ❖ Integrity
- ❖ Good attitude

Electrical & Electronic Engineers

Employers: 15 ❖ Employees: 2,633

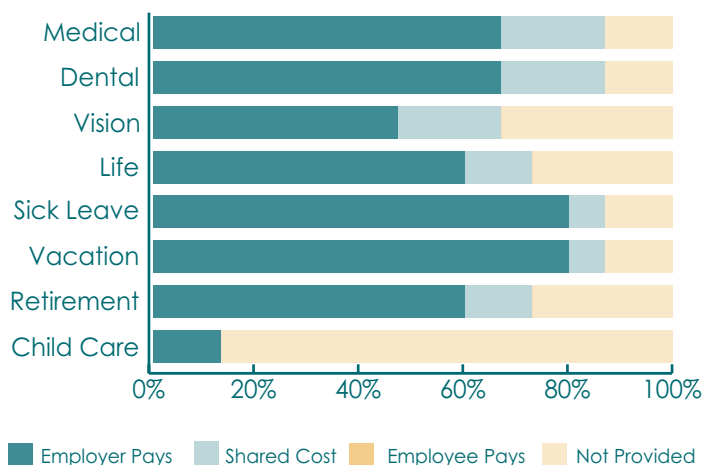
Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers.

Alternate Job Titles: Clerks, Managers, Customer Service Clerks, Collectors, Customer Service Representatives.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$19.18	\$19.18
New Hires, Experienced	\$11.50 - \$38.36	\$23.01
3+ Years With Firm	\$15.00 - \$38.36	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

6,128 - 8,180

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **33.7%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **14%** Remain Stable - **53%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **53%** Grow - **47%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Search and Navigation Equipment
Electronic Components and Accessories

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	67%
Internet	27%
Employment Agencies	13%
In-House Promotion	13%
Walk-In Applicants	13%
Trade Journals	13%

SUPPLY & DEMAND

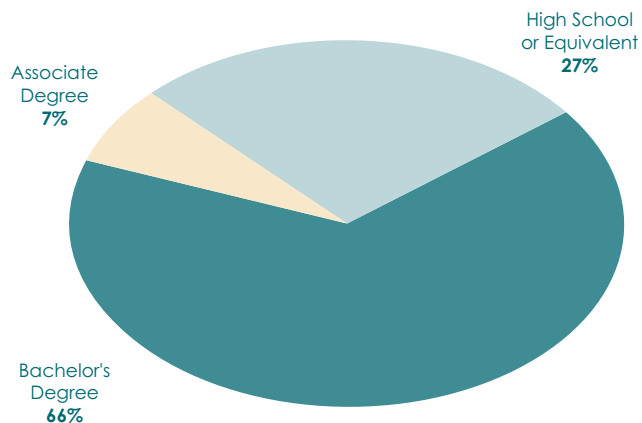
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **12.1%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 81% of employees work full time for an average of 40 hours per week. 19% of employees work part-time for an average of 36 hours per week.
- ❖ Emerging occupations include Logic Design.
- ❖ 38% of the employees are female, and 62% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **most** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Engineering, Mathematics and Science Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of telecommunications equipment
- ❖ Report writing skills
- ❖ Industrial design skills
- ❖ Scientific programming skills
- ❖ Digital circuitry design skills
- ❖ Knowledge of microcomputer hardware and operating systems
- ❖ Ability to write technical material
- ❖ Ability to design analog circuitry
- ❖ Ability to design telecommunications networks
- ❖ Ability to use Borland C++ programming language
- ❖ Knowledge of UNIX
- ❖ Computer assisted design (CAD) skills
- ❖ Ability to use engineering applications software
- ❖ Engineering programming skills

Personal or Other

- ❖ Ability to secure a military security clearance
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Printshop
- ❖ PageMaker

For Career Advancement

- ❖ Teamwork
- ❖ Flexibility
- ❖ Continued education and training
- ❖ Management or supervision capabilities
- ❖ Technical skills
- ❖ Leadership
- ❖ Communication skills

New Skills

- ❖ Computer literate (PC)
- ❖ Internet
- ❖ Electronic design

Electrical & Electronic Engineering Technicians & Technologists

Employers: 15 ❖ Employees: 55

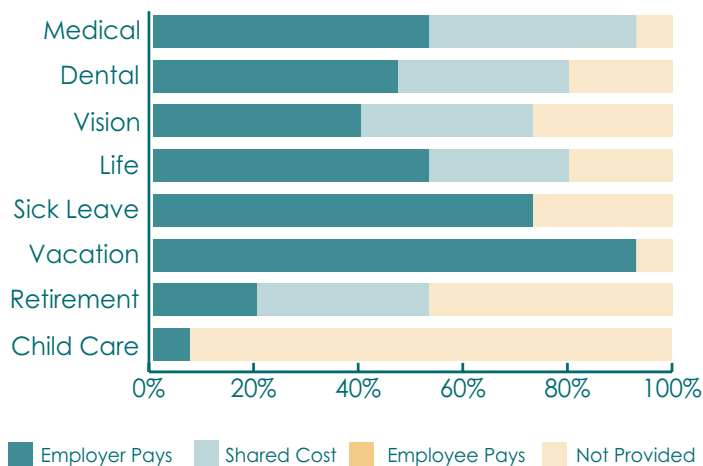
Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment.

Alternate Job Titles: Hardware Engineers, Technicians, Associate Engineers, Testing Personnel, Service Engineers, Repair Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.15 - \$11.50	\$10.00
New Hires, Experienced	\$10.00 - \$17.50	\$13.50
3+ Years With Firm	\$11.00 - \$21.58	\$16.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

5,580 - 6,600

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **18.3%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **20%** Remain Stable - **47%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Office Equipment
Search and Navigation Equipment

RECRUITMENT METHODS

Newspaper Ads	60%
Internet	53%
Employee Referrals	40%
Employment Agencies	33%
Walk-In Applicants	33%
In-House Promotion	27%
Colleges	27%

SUPPLY & DEMAND

Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **23.6%**.

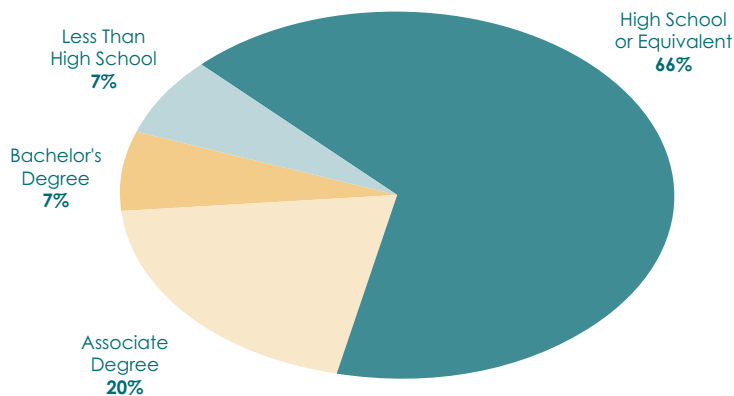


WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 95% of employees work full time for an average of 41 hours per week. 5% of employees work part-time for an average of 24 hours per week.
- ❖ Emerging occupations include Web Designer and Bilingual Technicians.
- ❖ 22% of the employees are female, and 78% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Most** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer Engineering Technician, Electronic Engineering Technician and Drafting.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of algebra, geometry, and trigonometry
- ❖ Ability to operate electric testing equipment
- ❖ Ability to operate electronics testing equipment
- ❖ Ability to write, edit, and debug computer programs
- ❖ Knowledge of electronic technology
- ❖ Record keeping skills
- ❖ Understanding of circuit design
- ❖ Knowledge of electronic circuitry
- ❖ Understanding of basic digital theory
- ❖ Ability to read schematics
- ❖ Ability to read working drawings
- ❖ Knowledge of physics
- ❖ Understanding of electrical technology
- ❖ Understanding of basic analog theory
- ❖ Ability to write effectively

Physical

- ❖ Possession of good color perception

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Desktop Publishing
- ❖ Computer Assisted Design (CAD)

For Career Advancement

- ❖ Good work performance
- ❖ Job proficiency and completing job duties
- ❖ Electronic and computer skills
- ❖ Leadership
- ❖ Interpersonal and communication skills
- ❖ Bachelor's Degree

New Skills

- ❖ Computer literate
- ❖ Programming skills

Electrical Powerline Installers & Repairers

Employers: 16 ❖ Employees: 159

Electrical Powerline Installers and Repairers install and repair cables or wires used in electrical power or distribution systems. They install insulators, erect wooden poles and light or heavy duty transmission towers. Includes workers such as Cable Splicers and Trouble Shooters, but does not include repairers of transformers and substation equipment, and telephone and telegraph communications workers.

Alternate Job Titles: Electrical Linemen, Journeyman Electricians, and Electricians.

SIZE OF OCCUPATION

Small: 710 - 900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **26.8%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 38% Grow - 56%

Projected Next 24 Months

Decline - 6% Remain Stable - 75% Grow - 19%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electrical Work
Local Governments

RECRUITMENT METHODS

Employee Referrals	56%
Newspaper Ads	50%
Walk-In Applicants	25%
Internet	19%

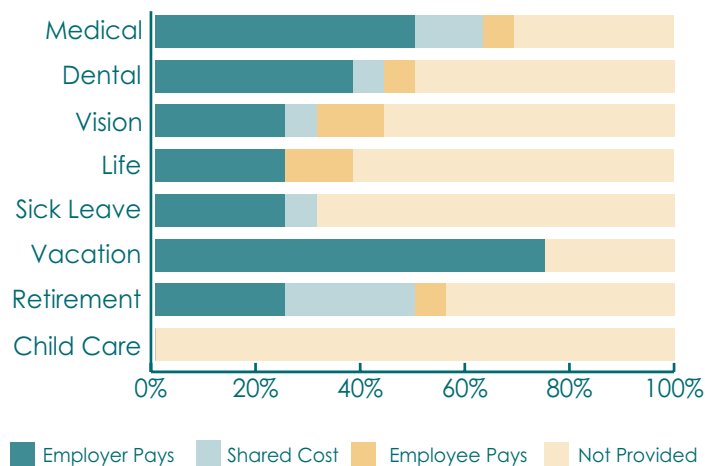
SUPPLY & DEMAND

Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **26.7%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$10.00	\$9.00
New Hires, Experienced	\$8.00 - \$33.61	\$15.00
3+ Years With Firm	\$8.00 - \$36.00	\$20.00

Fringe Benefits



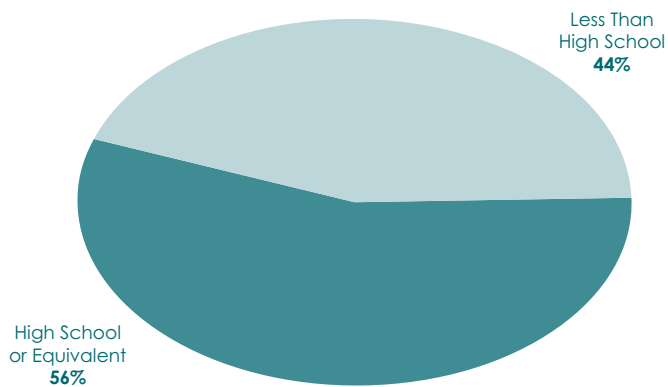
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 88% of all employers promote.
- ❖ 88% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 41 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 3% of the employees are female, and 97% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (53%) employers report they will not accept training in lieu of experience. **Almost all (81%)** employers report that technical or vocational training is not required. **Almost all (88%)** employers require previous work experience. **Most (67%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer, Math and Electronics Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read working drawings
- ❖ Problem solving skills
- ❖ Possession of a valid Class B driver's license
- ❖ Ability to operate trenching machines
- ❖ Ability to perform electrical work
- ❖ Ability to implement safe work practices
- ❖ Ability to read blueprints
- ❖ Ability to operate electric testing equipment

Physical

- ❖ Ability to climb poles
- ❖ Possession of good color perception

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Willingness to work on-call
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Excel
- ❖ AutoCAD
- ❖ Rockwell Automation Software

For Career Advancement

- ❖ Supervisory skills
- ❖ Motivational skills
- ❖ Competence
- ❖ Knowledge of electrical codes
- ❖ Leadership qualities
- ❖ Customer service skills
- ❖ Continued education
- ❖ Mechanical aptitude
- ❖ Mathematical skills

New Skills

- ❖ Computerized equipment knowledge
- ❖ Knowledge of new electrical codes

First Line Supervisors/Managers - Construction Trades & Extractive Workers

Employers: 15 ❖ Employees: 335

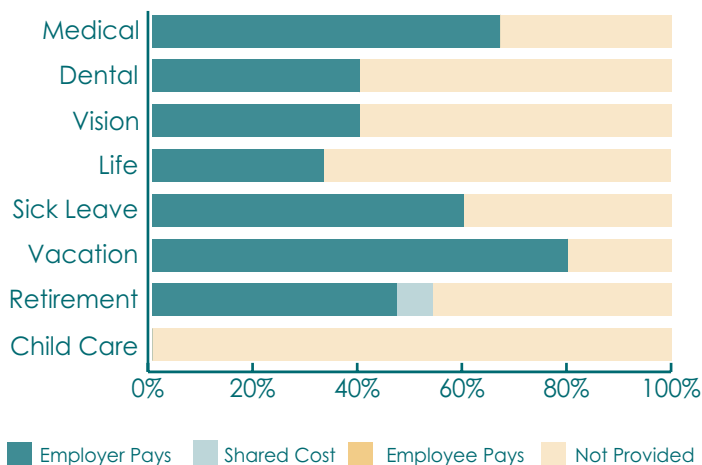
First Line Supervisors/Managers in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

Alternate Job Titles: Superintendents, Foremen, Field Superintendents, Construction Superintendents, Crew Chiefs, Lead Men.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$19.18	\$11.00
New Hires, Experienced	\$12.00 - \$28.77	\$19.18
3+ Years With Firm	\$14.50 - \$35.00	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

2,270 - 2,720

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.8%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 40% Grow - 60%

Projected Next 24 Months

Decline - 0% Remain Stable - 33% Grow - 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Non-Residential Building Construction
Electrical Work

RECRUITMENT METHODS

Employee Referrals	85%
Newspaper Ads	60%
In-House Promotion	54%
Walk-In Applicants	31%
School Referrals	23%
Internet	15%
Colleges	15%

SUPPLY & DEMAND

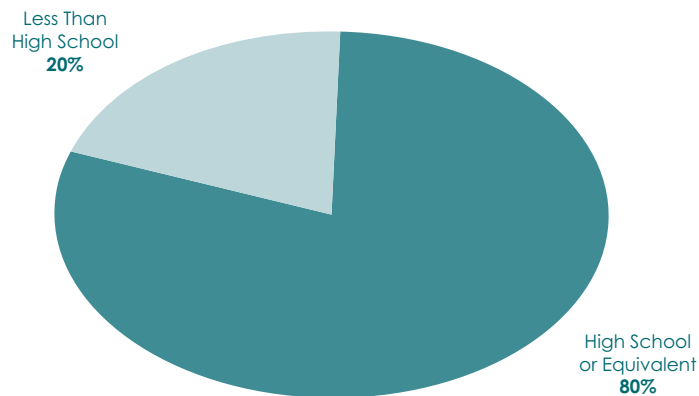
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **38.5%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 93% of employers surveyed are non-union, and 7% are union.
- ❖ 94% of employees work full time for an average of 44 hours per week. 6% of employees work part-time for an average of 25 hours per week.
- ❖ 9% of the employees are female, and 91% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **many** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Drafting, Carpentry and Construction Laws and Practices.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to maintain financial records
- ❖ Ability to plan and organize the work of others
- ❖ Ability to apply marketing techniques
- ❖ Personnel interviewing skills
- ❖ Ability to read blueprints
- ❖ Ability to implement safe work practices
- ❖ Ability to hire and assign personnel
- ❖ Ability to use accounting software
- ❖ Problem solving skills

Physical

- ❖ Ability to work outdoors in all weather conditions
- ❖ Ability to tolerate noise and dust
- ❖ Ability to stand for prolonged periods

Personal or Other

- ❖ Willingness to set work priorities
- ❖ Willingness to work on-call
- ❖ Willingness to travel
- ❖ Willingness to work overtime
- ❖ Ability to work under pressure

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Auto CAD

For Career Advancement

- ❖ Interpersonal skills
- ❖ Knowledge of construction
- ❖ Computer skills
- ❖ Ability to negotiate
- ❖ Scheduling skills
- ❖ People skills
- ❖ Verbal skills
- ❖ Mechanical skills

New Skills

- ❖ Computer literate
- ❖ Ability to read blueprints

First Line Supervisors/Managers of Mechanics, Installers & Repairers

Employers: 15 ❖ Employees: 45

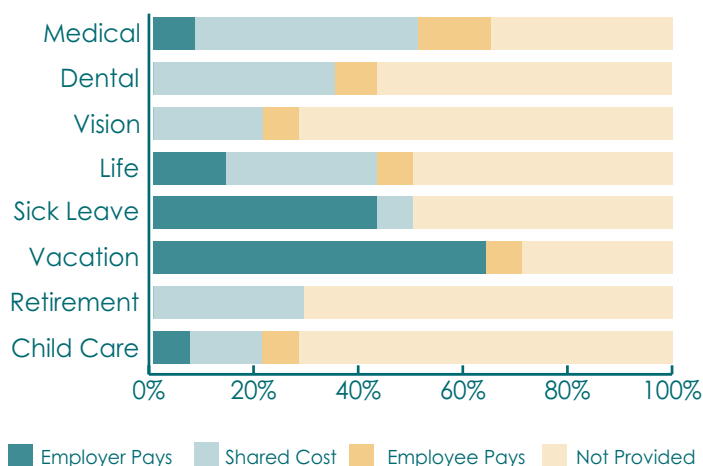
First Line Supervisors/Managers of Mechanics, Installers and Repairers directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles: Foremen, Shop Foremen, General Managers, Operations Managers, and Service Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$15.34	\$11.05
New Hires, Experienced	\$6.75 - \$23.25	\$19.18
3+ Years With Firm	\$9.00 - \$33.56	\$23.04

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,920 - 4,820

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.0%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 86% Grow - 7%

Projected Next 24 Months

Decline - 0% Remain Stable - 73% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Residential Building Construction
Heavy Construction, Except Highways

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
In-House Promotion	20%
Walk-Ins	20%

SUPPLY & DEMAND

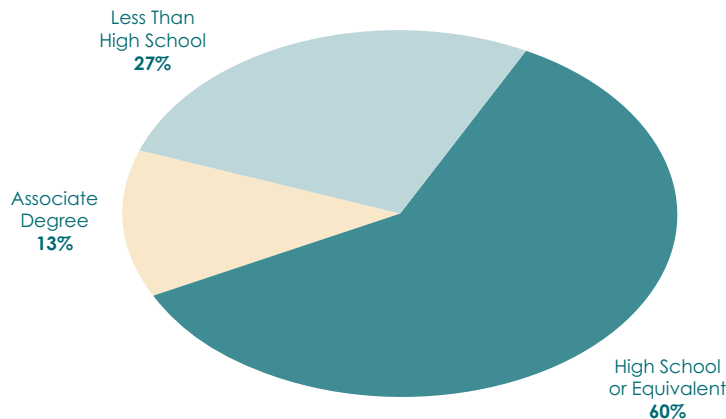
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **30.9%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 41 hours per week. 11% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 13% of the employees are female, and 87% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Operations Management and Supervision.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to maintain shop and service records
- ❖ Ability to explain and follow grievance procedures
- ❖ Ability to follow safe equipment operating practices
- ❖ Ability to give oral instructions
- ❖ Problem solving skills
- ❖ Ability to conduct performance appraisals
- ❖ Ability to plan and organize the work of others
- ❖ Business math skills
- ❖ Ability to write effectively
- ❖ Knowledge of the technical aspects of subordinates' duties

Personal or Other

- ❖ Ability to motivate others
- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Ability to set work priorities
- ❖ Ability to manage a multicultural workforce
- ❖ Interpersonal skills
- ❖ Ability to manage unexpected situations or circumstances
- ❖ Ability to work under pressure
- ❖ Ability to deal effectively with difficult individuals

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word, Excel and Access
- ❖ QuickBooks

For Career Advancement

- ❖ Good performance
- ❖ Honesty, punctuality, and dependability
- ❖ Good customer service
- ❖ Management skills
- ❖ Business knowledge

New Skills

- ❖ Computer and scanner knowledge
- ❖ Satellite systems

First Line Supervisors/Managers - Production & Operating Workers

Employers: 15 ❖ Employees: 131

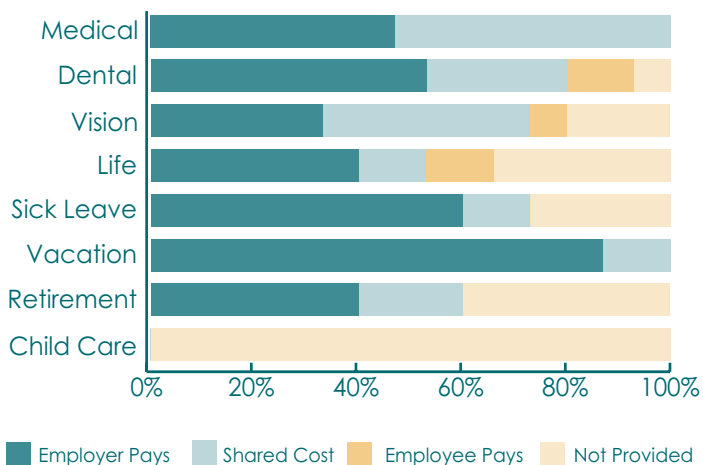
First Line Supervisors/Managers of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Supervisors/Managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition Supervisors/Managers may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties.

Alternate Job Titles: Production Supervisors, Production Managers, Leadmen, Production Control Managers, Supervisors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$15.00	\$11.46
New Hires, Experienced	\$11.00 - \$23.97	\$17.05
3+ Years With Firm	\$14.00 - \$28.77	\$21.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

6,150 - 7,160

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **16.4%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 7% Remain Stable - 53% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Plastic Products
Electronic Components and Accessories

RECRUITMENT METHODS

Employee Referrals	80%
In-House Promotion	60%
Newspaper Ads	47%
Employment Agencies	33%
Walk-In Applicants	20%
Internet	20%
Employment Development Dept.	13%

SUPPLY & DEMAND

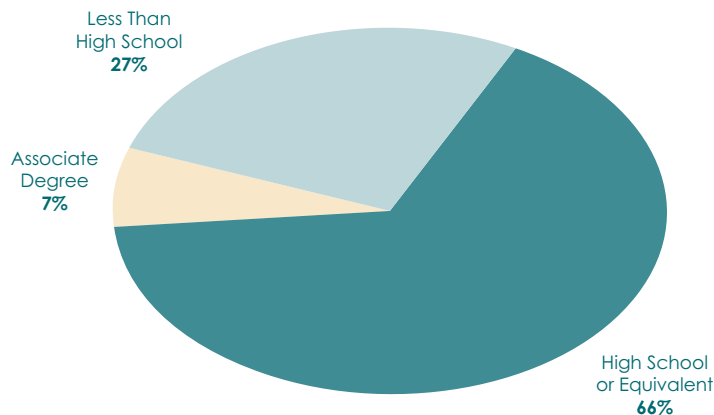
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **15.2%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 46 hours per week.
- ❖ Emerging occupations include Using the Internet and Material Management.
- ❖ 12% of the employees are female, and 88% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



All employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers require previous work experience and **some** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Industrial Production, Computer Courses and Management Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to plan and organize the work of others
- ❖ Ability to explain & follow grievance procedures
- ❖ Ability to follow safe equipment operating practices
- ❖ Ability to perform assembly work
- ❖ Basic construction skills
- ❖ Ability to give oral instructions
- ❖ Ability to write effectively
- ❖ Problem solving skills
- ❖ Knowledge of the technical aspects of subordinates' duties

Physical

- ❖ Ability to work outdoors in all weather conditions
- ❖ Ability to tolerate noise and dust
- ❖ Ability to stand for prolonged periods

Personal or Other

- ❖ Willingness to set work priorities
- ❖ Willingness to work on-call
- ❖ Willingness to travel
- ❖ Willingness to work overtime
- ❖ Ability to work under pressure

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word & Excel

For Career Advancement

- ❖ Engineering skills
- ❖ People skills
- ❖ Computer proficiency
- ❖ Management skills
- ❖ Education
- ❖ Knowledge in the job field
- ❖ Reliability
- ❖ Operation skills

New Skills

- ❖ Computer literate
- ❖ Keeping up on current production techniques

Fitness & Wellness Coordinators

Employers: 15 ❖ Employees: 112

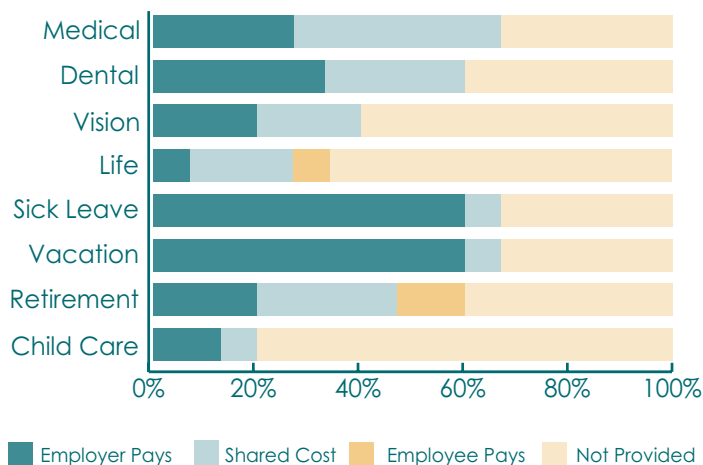
Fitness & Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. Fitness & Wellness Coordinators also arrange health fairs, seminars, and workshops.

Alternate Job Titles: Gym Instructors, Fitness Managers, Health Promoters, Health Educators, and Benefits Counselors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$17.90	\$11.19
New Hires, Experienced	\$7.00 - \$19.18	\$16.00
3+ Years With Firm	\$10.00 - \$31.00	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1997-2004: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Various Businesses

RECRUITMENT METHODS

Employee Referrals	53%
Walk-In Applicants	40%
Newspaper Ads	40%
Internet	33%
Colleges	27%
School Referrals	27%

SUPPLY & DEMAND

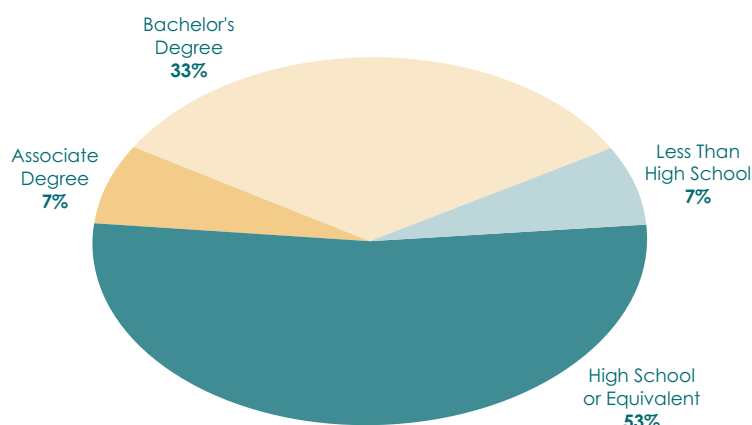
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **17.3%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% are union.
- ❖ 62% of employees work full time for an average of 40 hours per week. 37% of employees work part-time for an average of 24 hours per week. 1% of employees work seasonal for an average of 16 hours per week.
- ❖ 76% of the employees are female, and 24% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **Some** employers require previous work experience, and **many** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Health Education, Physical Fitness Education, Fitness and Aging and Workplace Wellness.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of anatomy and physiology
- ❖ Ability to perform CPR
- ❖ Ability to administer emergency first aid
- ❖ Ability to apply teaching techniques
- ❖ Exercise equipment use skills
- ❖ Possession of a Certified Health Education Specialist (CHES) certificate

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to exercise patience
- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Leadership skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ PowerPoint

For Career Advancement

- ❖ Leadership skills
- ❖ Organizational and communication skills
- ❖ HIV knowledge
- ❖ Self-motivated
- ❖ Bilingual
- ❖ Management skills

New Skills

- ❖ Working with clients with multiple diagnoses
- ❖ Going to health seminars

Food Preparation Workers

Employers: 15 ❖ Employees: 157

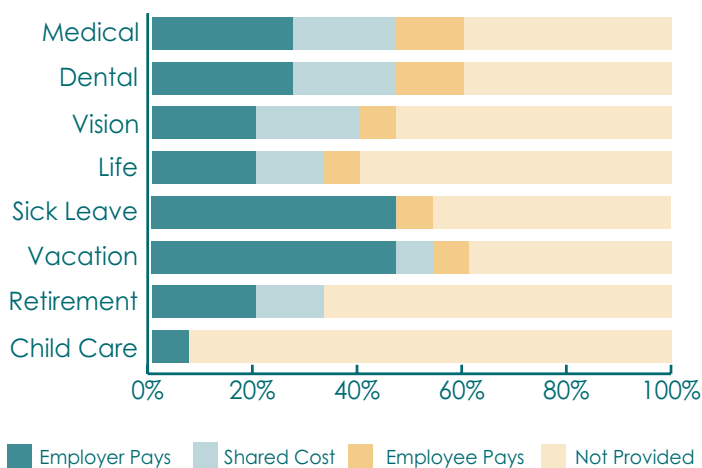
Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Alternate Job Titles: Prep Cooks, Kitchen Helpers, and Preparation Kitchen Workers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.50	\$6.75
New Hires, Experienced	\$6.75 - \$10.00	\$7.25
3+ Years With Firm	\$7.00 - \$14.00	\$9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 11,440 - 12,640

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **10.5%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 73% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 47% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places
Hospitals
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Walk-Ins	73%
Employee Referrals	67%
Newspaper Ads	53%
In-House Promotion	13%

SUPPLY & DEMAND

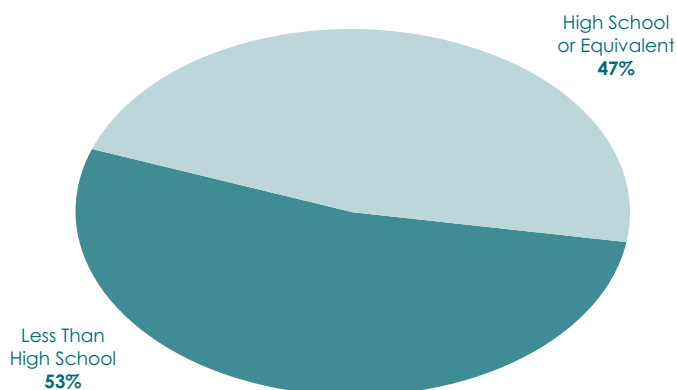
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **42.6%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 85% of employees work full time for an average of 40 hours per week. 15% of employees work part-time for an average of 20 hours per week.
- ❖ 100% of employers have a day shift. 47% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ 22% of the employees are female, and 78% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (78%) employers report they will not accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Many (53%)** employers require previous work experience, and **most (56%)** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Cooking and Related Culinary Arts.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of a sanitary work environment
- ❖ Sandwich making skills
- ❖ Ability to handle multiple food orders in a timely fashion
- ❖ Certified as a food handler
- ❖ Ability to operate a cash register

Physical

- ❖ Ability to lift at least 30 lbs. repeatedly
- ❖ Ability to work rapidly
- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ High standards of personal cleanliness

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

For Career Advancement

- ❖ Accuracy and punctuality
- ❖ Cleanliness
- ❖ Familiarity with different diet plans
- ❖ Multi-tasking
- ❖ Organizational skills
- ❖ Interpersonal skills

New Skills

- ❖ Health codes and safety requirements
- ❖ Knowledge of medical charts

Foreign Language & Literature Teachers - Postsecondary

Employers: 15 ❖ Employees: 263

Foreign Language and Literature Teachers, Postsecondary, teach courses in foreign (e.g., other than English) languages and literature.

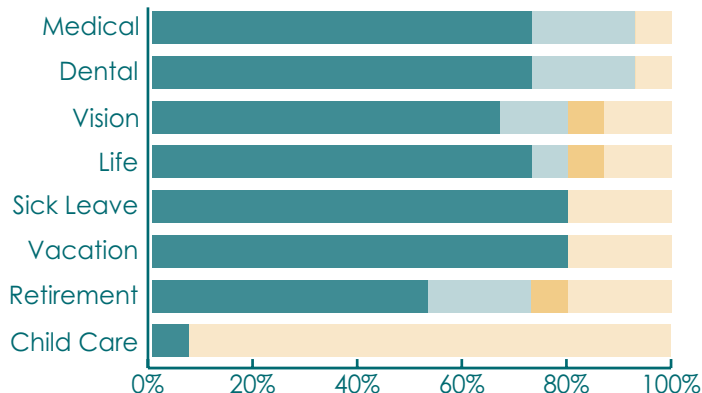
Alternate Job Titles: Foreign Language Instructors and Faculty Members/Professors.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$23.97	\$17.58
New Hires, Experienced	\$7.50 - \$23.97	\$18.65
3+ Years With Firm	\$8.95 - \$29.39	\$20.57

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.94 - \$20.14	\$18.61
New Hires, Experienced	\$17.74 - \$22.05	\$21.58
3+ Years With Firm	\$20.14 - \$24.93	\$21.73

Fringe Benefits



Legend: ■ Employer Pays ■ Shared Cost ■ Employee Pays ■ Not Provided
All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 90 - 110

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **22.2%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 53% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Colleges and Universities

RECRUITMENT METHODS

Colleges	60%
Internet	47%
Newspaper Ads	27%
Employee Referrals	27%
Trade Journals	20%

SUPPLY & DEMAND

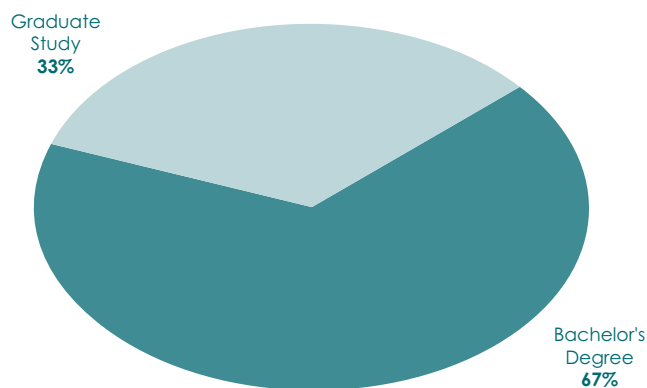
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **5.7%**.

WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 33% of employers surveyed are union, and 67% are non-union.
- ❖ 67% of employees work full time for an average of 40 hours per week. 33% of employees work part-time for an average of 16 hours per week.
- ❖ 62% of the employees are female, and 38% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers do not require previous work experience, and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Liberal Arts Studies, General Teacher Education and Foreign Language Studies.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a designated subjects teaching credential
- ❖ Ability to analyze statistics
- ❖ Ability to write effectively
- ❖ Ability to use computer applications in research
- ❖ Counseling skills
- ❖ Library research skills
- ❖ Foreign language fluency

Personal or Other

- ❖ Willingness to work nights
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Scholarship
- ❖ Community service
- ❖ Budget and time management
- ❖ Communication skills
- ❖ Research
- ❖ Scholarly publications
- ❖ Flexibility
- ❖ Good work ethic
- ❖ Teaching skills
- ❖ Leadership
- ❖ Flexibility
- ❖ Professional growth

General Managers & Top Executives

Employers: 15 ❖ Employees: 113

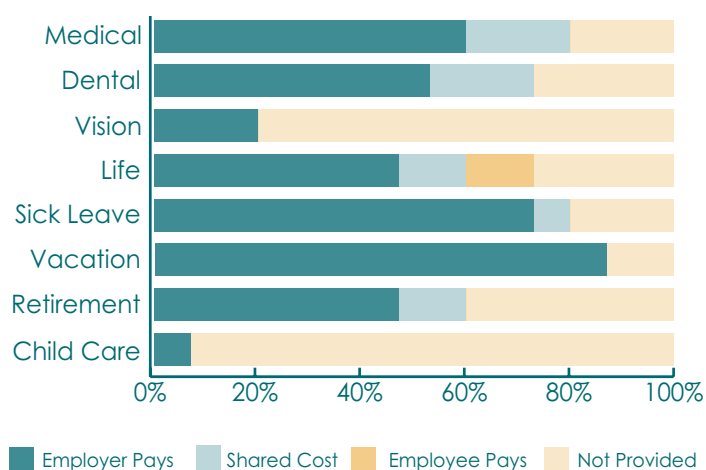
General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

Alternate Job Titles: Chief Financial Officers, Office Managers, Principals, Vice Presidents, Presidents.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$14.00	\$10.17
New Hires, Experienced	\$7.00 - \$35.96	\$17.26
3+ Years With Firm	\$9.00 - \$41.10	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

36,810 - 43,810

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.0%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Eating and Drinking Places
Professional and Commercial Equipment

RECRUITMENT METHODS

Employee Referrals	71%
Newspaper Ads	36%
In-House Promotion	36%
Employment Agencies	23%
Internet	23%
Walk-In Applicants	21%

SUPPLY & DEMAND

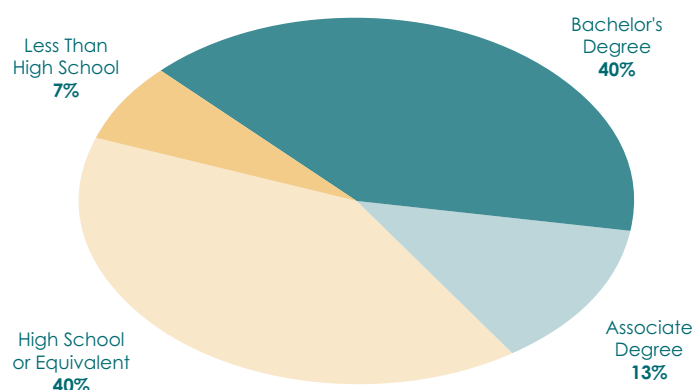
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **13.2%**.

WORK PATTERNS

- ❖ 40% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 75% of employees work full time for an average of 47 hours per week. 25% of employees work part-time for an average of 25 hours per week.
- ❖ 35% of the employees are female, and 65% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers require previous work experience and **many** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Management Theory, Business Administration, Human Resource Management, Accounting and Finance, Marketing and Computer Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to manage an activity, department, or organization
- ❖ Ability to plan and organize the work of others
- ❖ Ability to hire and assign personnel
- ❖ Ability to interpret data
- ❖ Ability to analyze data to solve problems
- ❖ Knowledge of economic principles

Personal or Other

- ❖ Oral communication skills
- ❖ Ability to give oral instructions
- ❖ Ability to work independently
- ❖ Ability to maintain good business relationships
- ❖ Leadership skills
- ❖ Ability to motivate others
- ❖ Ability to work under pressure
- ❖ Ability to take charge and handle the unexpected
- ❖ Public contact skills
- ❖ Skill in setting work priorities

Basic Skills

- ❖ Ability to write effectively
- ❖ Knowledge of business math
- ❖ Performance appraisal skills
- ❖ Knowledge of financial planning

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Lotus
- ❖ PageMaker
- ❖ Internet

For Career Advancement

- ❖ Very good communication skills
- ❖ Good vocabulary
- ❖ Management skills
- ❖ Knowledge of industry
- ❖ Administrative skills

New Skills

- ❖ Web site knowledge
- ❖ Public relations

General Office Clerks

Employers: 15 ❖ Employees: 1,352

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

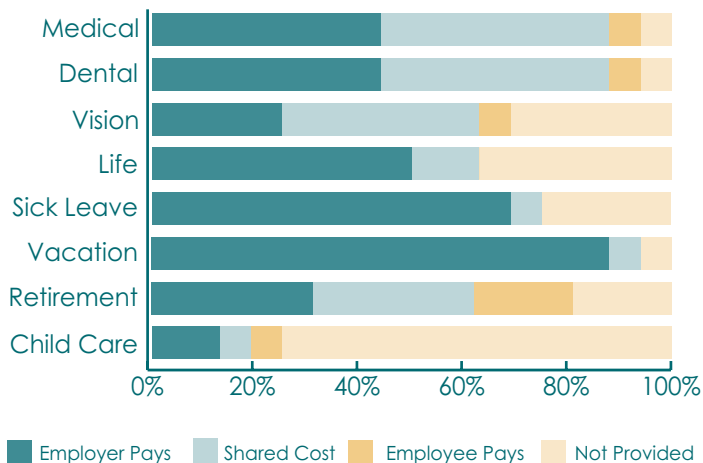
Alternate Job Titles: File Clerks, Administrative Assistants, Receptionists, Typist-Records Clerks, and Office Personnel.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$10.55	\$8.32
New Hires, Experienced	\$8.00 - \$13.00	\$10.16
3+ Years With Firm	\$9.50 - \$20.50	\$11.52

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75- \$10.00	\$7.88
New Hires, Experienced	\$6.63 - \$15.00	\$12.02
3+ Years With Firm	\$13.73 - \$16.00	\$13.95

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

26,510 - 32,520

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **10.2%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 50% Grow - 50%

Projected Next 24 Months

Decline - 0% Remain Stable - 56% Grow - 44%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Personnel Supply Services
Colleges and Universities

RECRUITMENT METHODS

Newspaper Ads	81%
Employee Referrals	63%
Walk-In Applicants	50%
In-House Promotion	25%
Internet	25%
Employment Agencies	19%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **44.4%**.

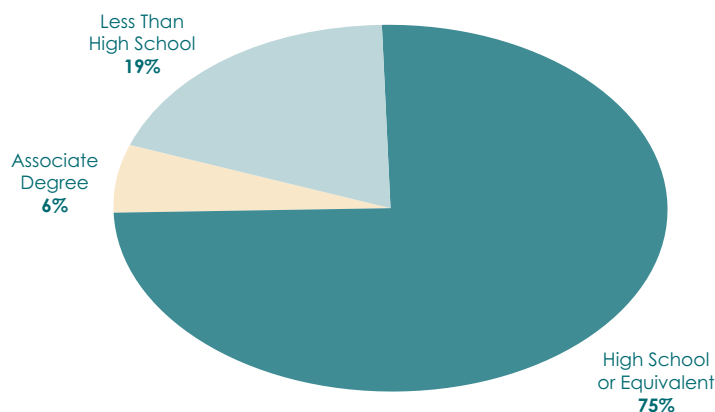


WORK PATTERNS

- ❖ 94% of all employers promote.
- ❖ 69% of employers surveyed are union, and 31% are non-union.
- ❖ 80% of employees work full time for an average of 40 hours per week. 19% of employees work part-time for an average of 27 hours per week. 1% of employees work temporary or on call for an average of 24 hours per week.
- ❖ 76% of the employees are female, and 24% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience, and **almost all** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer Courses, General Education, General Office/Clerical and Typing Services and General Studies

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Alphabetic and numeric filing skills
- ❖ Ability to operate 10-key adding machine by touch
- ❖ Ability to operate a transcribing machine
- ❖ English grammar, spelling and punctuation skills
- ❖ Telephone answering skills
- ❖ Ability to write effectively
- ❖ Ability to type at least 45 wpm

Personal or Other

- ❖ Ability to perform routine, repetitive work
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Eagle

For Career Advancement

- ❖ Teamwork and communication
- ❖ Computer skills
- ❖ Ability to handle a variety of tasks
- ❖ Interpersonal skills
- ❖ Good customer relations
- ❖ Organization
- ❖ Leadership
- ❖ Bookkeeping
- ❖ Continued education
- ❖ Responsibility
- ❖ Work proficiency

New Skills

- ❖ Customer service
- ❖ Computer skills
- ❖ Ability to use PowerPoint

Graphic Art Designers

Employers: 15 ❖ Employees: 44

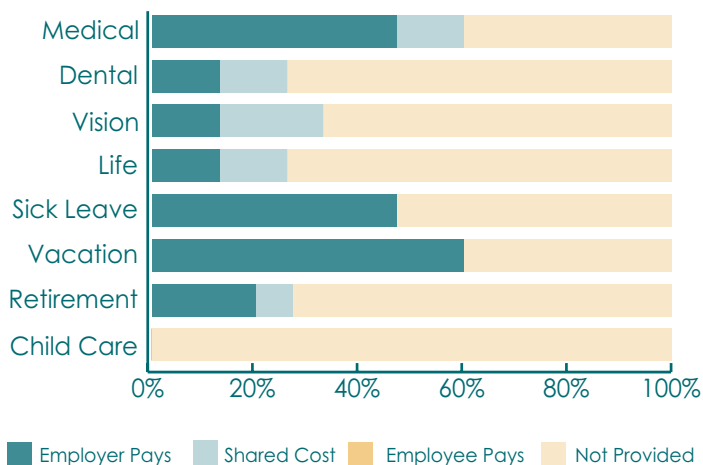
Graphic Art Designers apply extensive training in the theory and practice of graphic design to produce visually appealing material used for advertising, promotional, publishing, or communication purposes.

Alternate Job Titles: Graphic Designers, Graphic Artists, and Art Directors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$15.00	\$10.00
New Hires, Experienced	\$8.63 - \$16.00	\$12.66
3+ Years With Firm	\$11.99 - \$30.00	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1997-2004: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 7% Remain Stable - 27% Grow - 66%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Consumer Electronics
Publishing, Entertainment and
Telecommunications

RECRUITMENT METHODS

Colleges	87%
Employee Referrals	67%
Newspaper Ads	47%
Word of Mouth	40%
Internet	27%
Walk-In Applicants	27%

SUPPLY & DEMAND

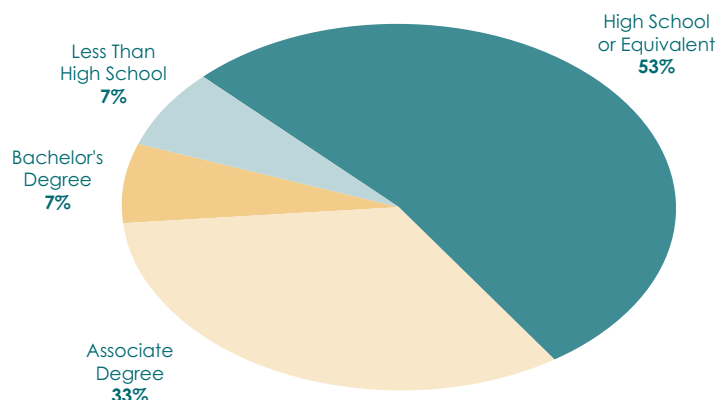
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **5.9%**.

WORK PATTERNS

- ❖ 33% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 84% of employees work full time for an average of 40 hours per week. 16% of employees work part-time for an average of 30 hours per week.
- ❖ Emerging occupations include Web Designers and Developers.
- ❖ 34% of the employees are female, and 66% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **Most** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer and Information Sciences, Management Information Systems and Business Data Processing.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of design and production techniques, principles, tools, and instruments

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Ability to work as a team member
- ❖ Visual skills
- ❖ Good visual color discrimination

Basic Skills

- ❖ Oral communication and comprehension skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Quark Xpress
- ❖ Adobe Photoshop and Illustrator
- ❖ Knowledge of Macintosh computers and graphics software

For Career Advancement

- ❖ Client communication skills
- ❖ Detail oriented
- ❖ Efficiency
- ❖ Adaptability
- ❖ Creativity
- ❖ Leadership
- ❖ Interpersonal skills
- ❖ Critical thinking
- ❖ Professionalism

New Skills

- ❖ Knowledge of 3-D software
- ❖ Cross-platforming
- ❖ Web design and development
- ❖ Adapting to new technology

Guards & Watch Guards

Employers: 15 ❖ Employees: 1,636

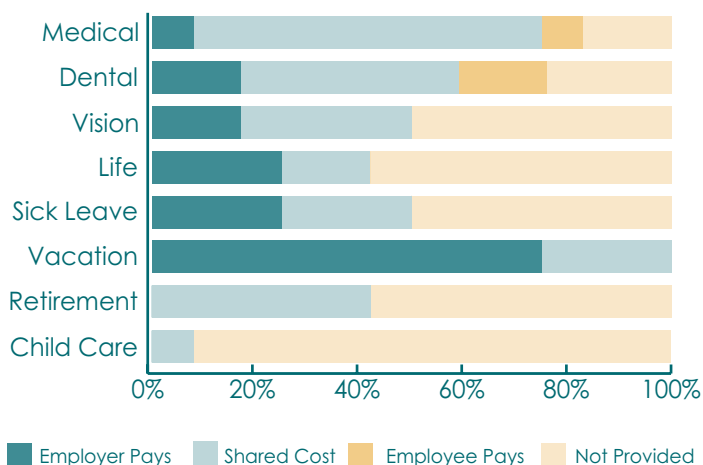
Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Alternate Job Titles: Security Officers, Security Guards, Patrol Officers, and Loss Prevention Security Officers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$12.76	\$8.00
New Hires, Experienced	\$7.25 - \$14.00	\$9.00
3+ Years With Firm	\$7.25 - \$16.00	\$11.99

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,680 - 14,310

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **34.0%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 27% Grow - 73%

Projected Next 24 Months

Decline - 0% Remain Stable - 27% Grow - 73%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Detective, Guard and Armored Car Services
Miscellaneous Amusement and Recreation Services

RECRUITMENT METHODS

Newspaper Ads	80%
Employee Referrals	53%
Word of Mouth	47%
Walk-In Applicants	20%

SUPPLY & DEMAND

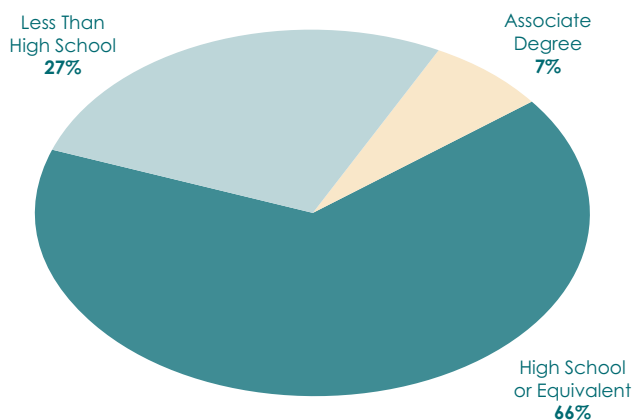
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **45.3%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 75% of employees work full time for an average of 40 hours per week. 21% of employees work part-time for an average of 24 hours per week. 4% of employees work temporary or on call for an average of 11 hours per week.
- ❖ 80% of employers have day and graveyard shifts. 73% of employers have a swing shift.
- ❖ Emerging occupations include Terrorism Threat Assessment and Executive Protection.
- ❖ 16% of the employees are female, and 84% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (63%) employers report they will accept training in lieu of experience. **Some (27%)** employers report that technical or vocational training is required. **Some (33%)** employers require previous work experience, and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Security and Loss Prevention, CPR and First Aid.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Security guard registration (Guard Card)
- ❖ Ability to follow security protection procedures
- ❖ Ability to use a baton
- ❖ Ability to administer emergency first aid
- ❖ Bondable
- ❖ Licensed to carry firearms
- ❖ Ability to write effectively
- ❖ Ability to operate video surveillance equipment
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Public contact skills
- ❖ Possession of a clean police record
- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Outlook

For Career Advancement

- ❖ Responsibility and reliability
- ❖ Good work ethic
- ❖ Attention to detail
- ❖ Follow through
- ❖ Loyalty and dedication
- ❖ Interpersonal and communication skills
- ❖ Organizational skills
- ❖ Investigative skills
- ❖ Observant
- ❖ Following rules

New Skills

- ❖ Use of communication and video equipment
- ❖ Search and rescue training
- ❖ Terrorist training
- ❖ Computer skills

Hand Packers & Packers

Employers: 15 ❖ Employees: 312

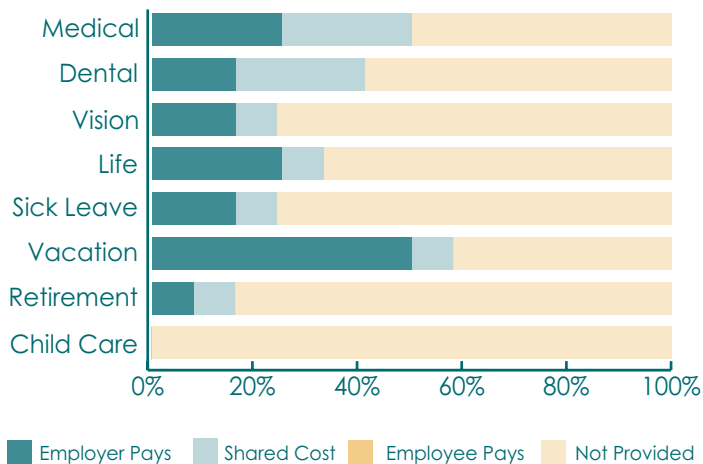
Hand Packers and Packers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

Alternate Job Titles: Material Handlers, Packing Personnel, Shipping and Production Personnel.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$6.90
New Hires, Experienced	\$6.75 - \$11.00	\$7.00
3+ Years With Firm	\$6.75 - \$14.38	\$8.05

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,470 - 13,200

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **26.1%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **0%** Remain Stable - **71%** Grow - **29%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **53%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Personnel Supply Services

RECRUITMENT METHODS

Employee Referrals	80%
Walk-Ins	67%
Newspaper Ads	47%
Employment Development Dept.	13%

SUPPLY & DEMAND

Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is **15.4%**.

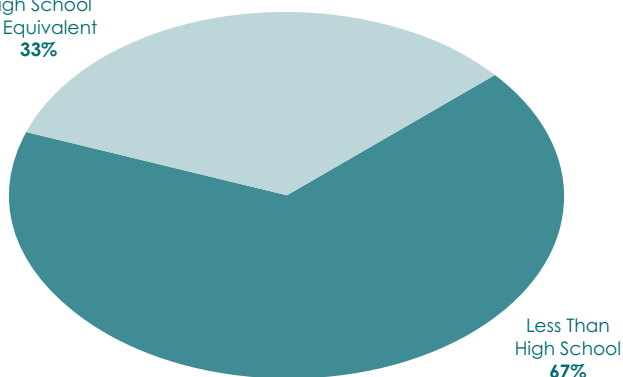
WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 79% of employees work full time for an average of 40 hours per week. 4% of employees work part-time for an average of 33 hours per week. 16% of employees work seasonal for an average of 40 hours per week.
- ❖ 100% of employers have day shifts. 27% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 60% of the employees are female, and 40% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires

High School
or Equivalent
33%



All (100%) employers report they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Almost all (87%)** employers do not require previous work experience, and **many (50%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer Courses, Basic Math and English Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Physical

- ❖ Good hand-eye coordination
- ❖ Ability to sit continuously for 2 or more hours
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Manual dexterity

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Good work ethic and performance
- ❖ Detail oriented
- ❖ Punctuality
- ❖ Fluent in English, Bilingual
- ❖ Driver's license
- ❖ Mechanical aptitude
- ❖ Ability to follow directions
- ❖ Hardworking

Heating, Air Conditioning & Refrigeration Mechanics & Installers

Employers: 17 ❖ Employees: 292

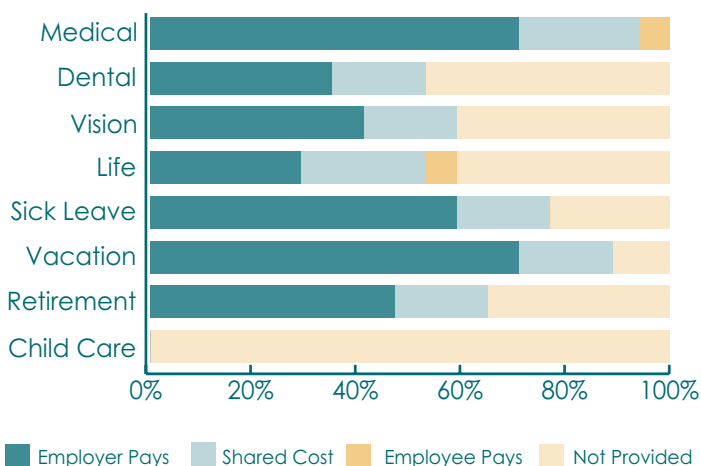
Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

Alternate Job Titles: A/C Technicians, Service Technicians, Sheet Metal Workers, and Air Conditioning Service Mechanics.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$18.00	\$9.50
New Hires, Experienced	\$8.00 - \$25.00	\$12.00
3+ Years With Firm	\$12.00 - \$38.00	\$25.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,630 - 2,130

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **30.7%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 12% Remain Stable - 29% Grow - 59%

Projected Next 24 Months

Decline - 12% Remain Stable - 41% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Plumbing, Heating and Air Conditioning Industry
Electrical Repair Shops

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
Walk-In Applicants	47%
Employment Agencies	40%

SUPPLY & DEMAND

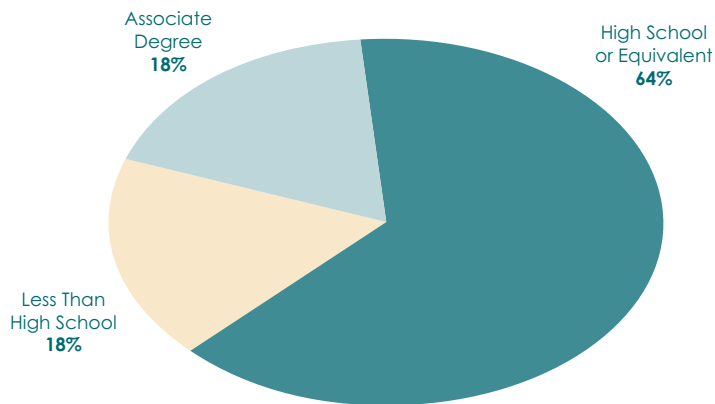
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **4.4%**.

WORK PATTERNS

- ❖ 71% of all employers promote.
- ❖ 82% of employers surveyed are non-union. 18% are union.
- ❖ 100% of employees work full time for an average of 40 hours per week.
- ❖ Emerging occupations include Air Duct Cleaning.
- ❖ 1% of the employees are female, and 99% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Heating, Air Conditioning and Refrigeration Mechanic and Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Welding skills
- ❖ Bondable
- ❖ Understanding circuit design
- ❖ Ability to read blueprints
- ❖ Cost estimating skills
- ❖ Sheet metal working skills
- ❖ Plumbing skills
- ❖ Pipefitting skills
- ❖ Soldering skills
- ❖ Problem solving skills
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to lift at least 100 lbs. repeatedly
- ❖ Ability to provide own hand tools
- ❖ Possession of a good DMV driving record
- ❖ Public contact skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Communication skills
- ❖ Mechanical ability
- ❖ Quality work
- ❖ Enthusiasm
- ❖ Mechanical aptitude
- ❖ Dependability
- ❖ Ability to read blueprints

Home Health Aides

Employers: 15 ❖ Employees: 1,187

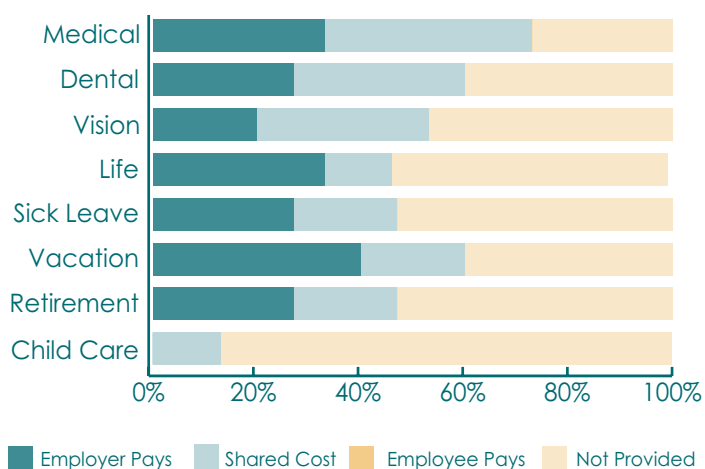
Home Health Aides care for elderly, convalescent, or handicapped persons in the patient's home. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

Alternate Job Titles: Certified Home Aides, Home Health Companions, Caregivers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$9.00	\$7.25
New Hires, Experienced	\$7.50 - \$9.75	\$8.50
3+ Years With Firm	\$8.38 - \$10.50	\$9.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

3,250 - 3,970

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **22.2%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 13% Grow - 87%

Projected Next 24 Months

Decline - 0% Remain Stable - 47% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Nursing and Personal Care Facilities
Home Health Care Services

RECRUITMENT METHODS

Walk-In Applicants	87%
Employee Referrals	80%
Newspaper Ads	80%
School Referrals	20%
Employment Agencies	13%

SUPPLY & DEMAND

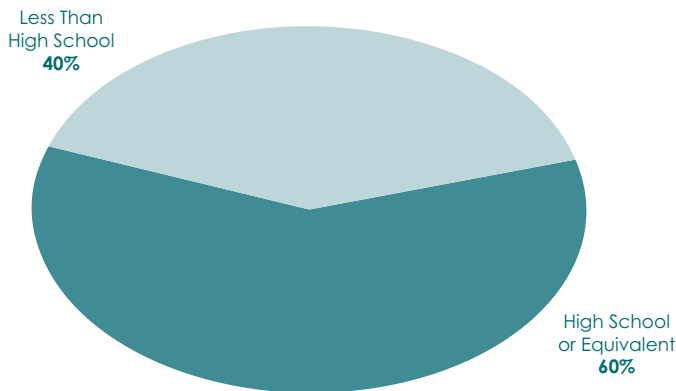
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **17.7%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 63% of employees work full time for an average of 39 hours per week. 37% of employees work part-time for an average of 28 hours per week.
- ❖ 78% of the employees are female, and 22% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Most** employers require previous work experience and do not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Health Sciences Careers.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangetworks www.orangetworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to prepare meals
- ❖ Ability to apply transferring techniques to moving patients
- ❖ Certified to perform CPR
- ❖ Ability to write effectively

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Possession of a reliable vehicle

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Pass Certified Nurse Assistant course
- ❖ Good performance
- ❖ Further education
- ❖ Reliability
- ❖ Good social skills
- ❖ Formal training in elderly care

New Skills

- ❖ Cardio-Pulmonary Resuscitation (CPR) certified
- ❖ Leadership skills

License

- ❖ Possession of a Home Health Aide (HHA) Certification
- ❖ Possession of a valid driver's license

Human Service Workers

Employers: 15 ❖ Employees: 309

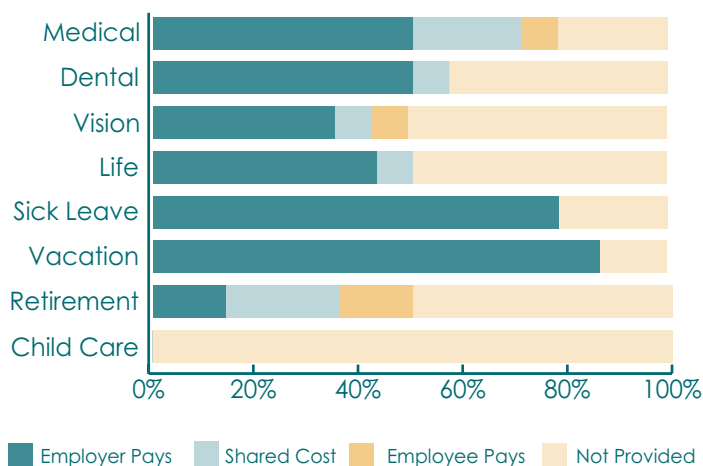
Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

Alternate Job Titles: Case Workers, Case Managers, Counselors, Social Workers, and Service Coordinators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.75 - \$16.30	\$12.33
New Hires, Experienced	\$10.50 - \$20.00	\$15.00
3+ Years With Firm	\$13.50 - \$22.05	\$19.54

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 730 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.1%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 13% Remain Stable - 60% Grow - 27%

Projected Next 24 Months

Decline - 7% Remain Stable - 73% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Individual and Family Services
Job Training and Related Services
Local Government, Excluding Hospitals and Education

RECRUITMENT METHODS

Newspaper Ads	80%
Internet	53%
Employee Referrals	40%
Colleges/Universities	27%

SUPPLY & DEMAND

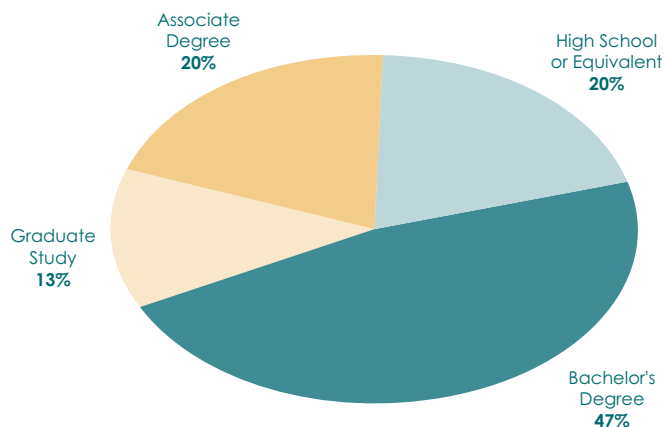
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **7.1%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 87% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 14 hours per week.
- ❖ 100% of employers have a day shift. 13% of employers have a swing shift.
- ❖ 66% of the employees are female, and 34% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Most (60%)** employers require previous work experience and **many (50%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Marriage and Family Counseling, Clinical/Medical Social Work, and Substance Abuse/Addiction Counseling.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Food buying skills
- ❖ Ability to interview others for information
- ❖ Knowledge of protective services for children and adults
- ❖ Ability to treat substance abuse
- ❖ Knowledge of veterans' services
- ❖ Knowledge of geriatrics
- ❖ Record keeping skills
- ❖ Menu planning skills
- ❖ Ability to write effectively
- ❖ Possession of a valid driver's license

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to think logically
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Outlook
- ❖ CAD Care
- ❖ Internet

For Career Advancement

- ❖ Good communication skills
- ❖ Demonstrates compassion
- ❖ Good customer service
- ❖ Obtaining a license
- ❖ Problem solving skills
- ❖ Masters degree
- ❖ Continuing education
- ❖ Research skills
- ❖ Knowledge of resources

New Skills

- ❖ Internet navigation
- ❖ Software skills

Import/Export Specialists

Employers: 15 ❖ Employees: 254

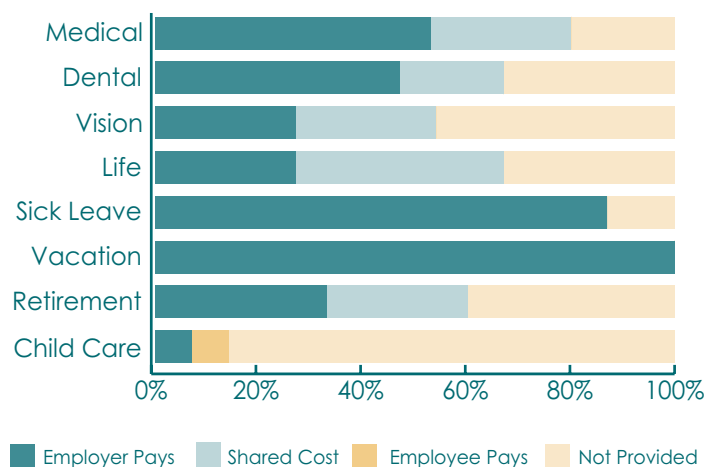
Import/Export Specialists examine and/or prepare documents, such as invoices, bills of lading, shipping statements to verify conversion of merchandise weights, or volumes, into foreign equivalents. May compute duties, tariffs, weight, shipping storage and demurrage charges, volume and price conversions of merchandise to be exported or imported. May convert foreign currency figures into United States monetary equivalents or domestic currency into foreign equivalents, using rate charts. May examine shipping manifest and bills of lading to determine procedures for release or acceptance of cargo. May also contact shippers (air, ground, or sea) to determine when cargo will be available for transit.

Alternate Job Titles: Import/Export Agents, Transportation Clerks, Freight Brokers, Freight Forwarders, International Administrators, International Agents, Export Documentation Specialists.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$15.00	\$11.00
New Hires, Experienced	\$9.00 - \$25.00	\$12.00
3+ Years With Firm	\$11.00 - \$21.58	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1997-2004: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Various Manufacturing Businesses

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	60%
Walk-In Applicants	33%
Employment Agencies	33%
Internet	20%
Union Hall	20%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **37.8%**.

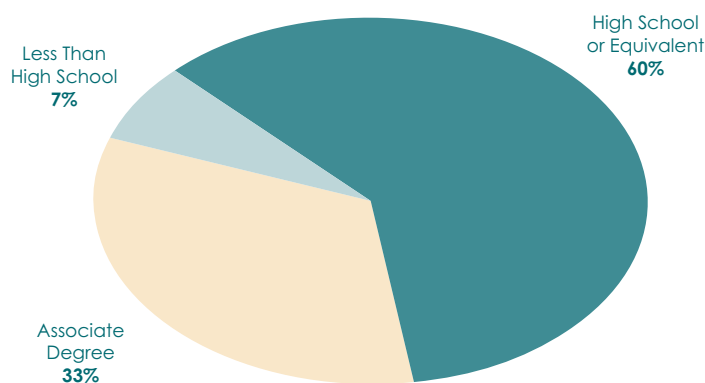


WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 40 hours per week. 4% of employees work part-time for an average of 22 hours per week.
- ❖ 52% of the employees are female, and 48% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include International Business, Mathematics and Computer Courses and Foreign Languages.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of foreign commerce laws and regulations
- ❖ Add and subtract 2+ digit numbers
- ❖ Multiply and divide
- ❖ Compute decimals and fractions
- ❖ Ability to read, comprehend and write effectively
- ❖ Orally communicate in both English and Spanish

Physical

- ❖ Willingness to work outdoors

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure

Basic Skills

- ❖ Analytical skills
- ❖ Record keeping skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QuickBooks
- ❖ Rand McNally
- ❖ Expandable
- ❖ Access
- ❖ PageMaker

For Career Advancement

- ❖ Communication skills
- ❖ Interpersonal skills
- ❖ Knowledge of products
- ❖ Continued education
- ❖ Business knowledge
- ❖ Accounting skills
- ❖ Organizational skills

New Skills

- ❖ Internet
- ❖ E-Mail

Instructional Aides

Employers: 15 ❖ Employees: 2,455

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

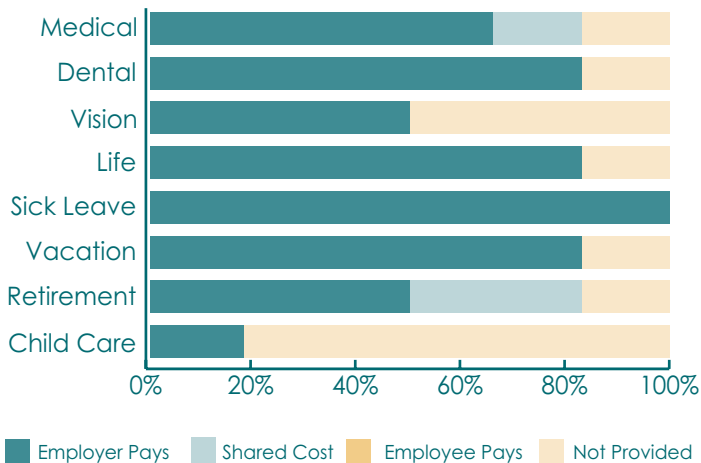
Alternate Job Titles: Assistant Instructors, Teacher's Aides, Administrative Assistants, and Instructional Assistants.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$10.86	\$7.43
New Hires, Experienced	\$6.25 - \$10.86	\$8.25
3+ Years With Firm	\$7.50 - \$12.51	\$9.03

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$9.47 - \$11.20	\$9.89
New Hires, Experienced	\$9.59 - \$11.50	\$10.53
3+ Years With Firm	\$11.13 - \$13.40	\$11.82

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

6,250 - 8,330

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **33.3%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 40% Grow - 60%

Projected Next 24 Months

Decline - 7% Remain Stable - 13% Grow - 80%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	73%
Walk-In Applicants	60%
Colleges	47%
School Referrals	20%
In-House Promotion	20%

SUPPLY & DEMAND

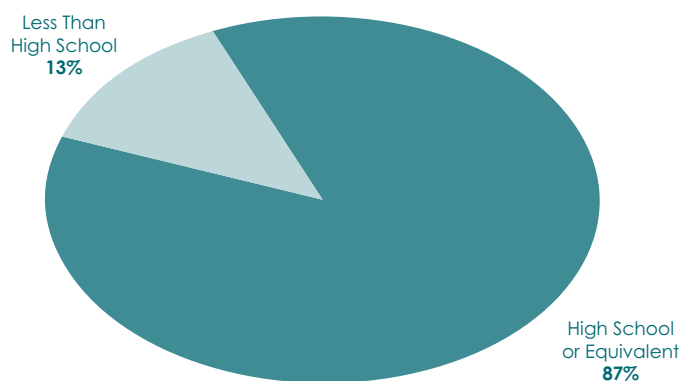
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **27.7%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 53% of employers surveyed are non-union, and 47% are union.
- ❖ 41% of employees work full time for an average of 35 hours per week. 59% of employees work part-time for an average of 16 hours per week.
- ❖ 78% of the employees are female, and 22% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report that they will accept training in lieu of experience. All employers report that technical or vocational training is not required. Many employers report that work experience is not required and will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include General Education, Child Development and Computer Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to apply teaching techniques
- ❖ Knowledge of early childhood development
- ❖ Ability to operate audiovisual equipment
- ❖ Oral reading skills
- ❖ Musical skills
- ❖ Classroom management skills
- ❖ Record keeping skills
- ❖ Ability to administer emergency first aid
- ❖ Ability to write effectively
- ❖ Ability to type at least 45 wpm

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Ability to handle crisis situations
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Ability to exercise patience

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Lotus

For Career Advancement

- ❖ Communication skills
- ❖ Computer literate
- ❖ College credits and certifications
- ❖ Leadership
- ❖ Good with children
- ❖ Bilingual/Spanish
- ❖ Interpersonal skills

New Skills

- ❖ Experience with special populations

License

- ❖ Possession of an Early Childhood Development Certificate

Instructors & Coaches - Sports & Physical Training

Employers: 15 ❖ Employees: 464

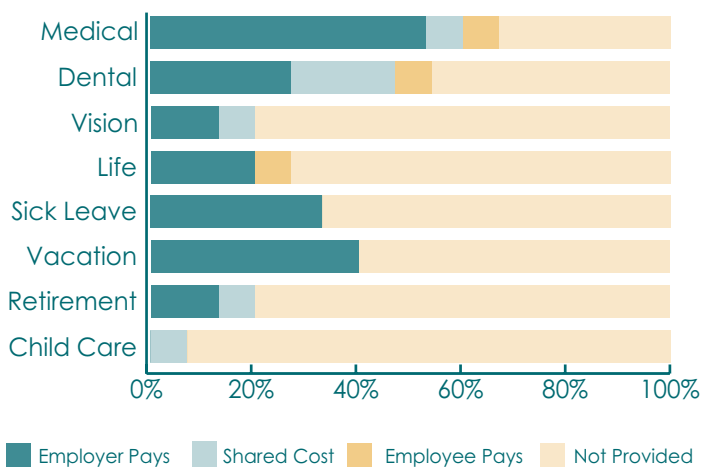
Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation, and observe and inform participants of corrective measures necessary to improve their skills. Does not include persons required to hold teaching credentials or who coach professional athletic teams.

Alternate Job Titles: Swim Instructors, Golf Professionals, Coaches, Head Athletic Trainers, and Physical Education Instructors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.00 - \$12.50	\$8.25
New Hires, Experienced	\$7.50 - \$23.00	\$9.00
3+ Years With Firm	\$8.50 - \$30.51	\$12.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

4,190 - 5,800

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **38.4%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 53% Grow - 47%

Projected Next 24 Months

Decline - 7% Remain Stable - 46% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Recreation and Amusement Services
Elementary and Secondary Schools

RECRUITMENT METHODS

Employee Referrals	71%
Walk-In Applicants	50%
Newspaper Ads	29%
Colleges	21%
In-House Promotion	14%
Employment Agencies	14%

SUPPLY & DEMAND

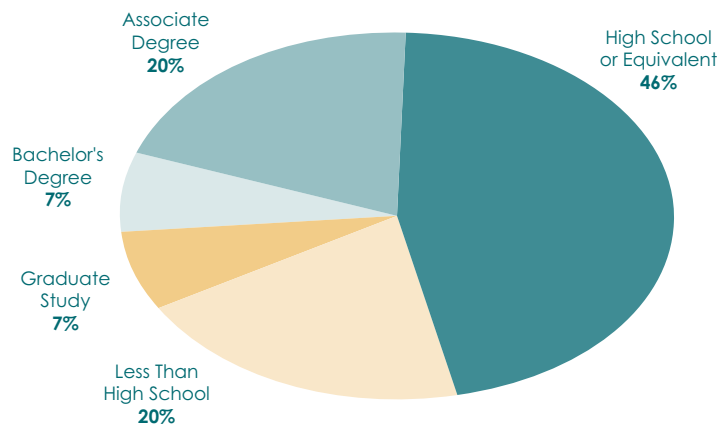
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **6.4%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 10% of employees work full time for an average of 41 hours per week. 49% of employees work part-time for an average of 16 hours per week. 40% are seasonal employees and 1% are on-call.
- ❖ Emerging occupations include Speed Swimming Instructors.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Most** employers require previous work experience and will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Physical Education, Health, General Education, Sports and Fitness Administration/Management and Computer Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of physiology
- ❖ Ability to teach physical education
- ❖ Ability to apply teaching techniques
- ❖ Ability to administer emergency first aid
- ❖ Ability to apply sports techniques
- ❖ Ability to demonstrate & coach reducing exercise
- ❖ Ability to perform and teach calisthenics
- ❖ Exercise equipment use skills
- ❖ Ability to demonstrate & coach weight lifting techniques
- ❖ Knowledge of sports medicine

Physical

- ❖ Must pass a pre-employment medical examination

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Leadership skills
- ❖ Possession of a clean police record
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills
- ❖ Ability to exercise patience

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word, Excel, and Access

For Career Advancement

- ❖ Teaching skills
- ❖ Communication
- ❖ People skills
- ❖ Responsibility
- ❖ Problem solving skills

New Skills

- ❖ Computer literate
- ❖ Management skills
- ❖ Physical training

License

- ❖ Ability to perform CPR

Interior Designers

Employers: 15 ❖ Employees: 62

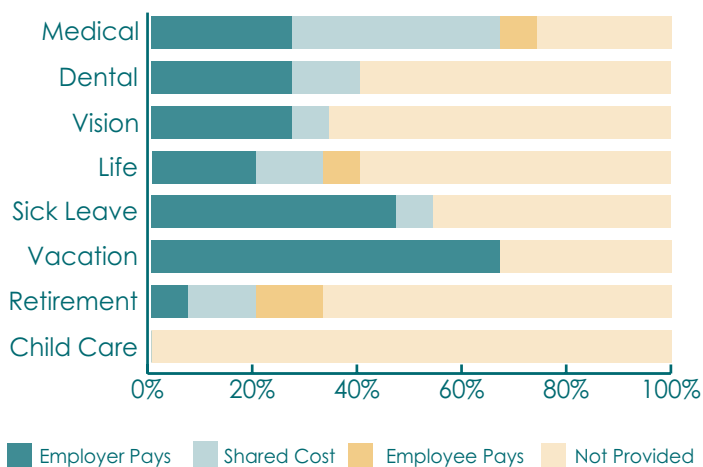
Interior Designers plan, design, and furnish interior environments of residential, commercial or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style or phase of interior design. Does not include Merchandise Display Designers.

Alternate Job Titles: Junior, Senior, and Lead Designers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$15.00	\$10.75
New Hires, Experienced	\$10.00 - \$25.00	\$16.78
3+ Years With Firm	\$12.00 - \$30.00	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 730 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.1%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 53% Grow - 40%

Projected Next 24 Months

Decline - 7% Remain Stable - 33% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Interior Decorating Consulting Services
Interior Designing Services

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	47%
School, Program Referrals	33%
Colleges/Universities	33%

SUPPLY & DEMAND

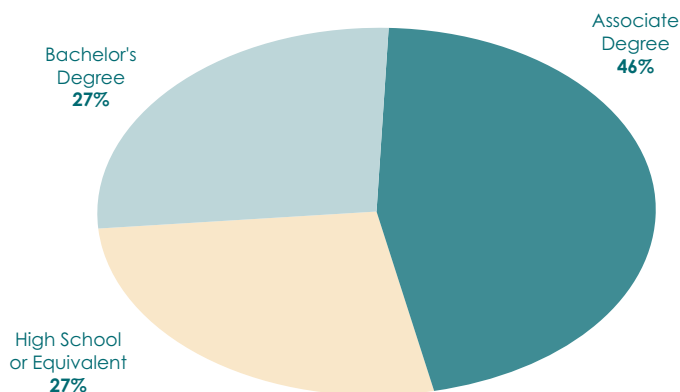
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **12.0%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 94% of employees work full time for an average of 40 hours per week. 6% of employees work part-time for an average of 30 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ Emerging occupations include Accessory Designer.
- ❖ 87% of the employees are female, and 13% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (62%) employers report they will not accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. **Many (53%)** employers require previous work experience and **most (69%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Textile Science and Interior Design.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read working drawings
- ❖ Cost estimating skills
- ❖ Freehand drawing skills
- ❖ Drafting skills
- ❖ Record keeping skills
- ❖ Layout and detail skills
- ❖ Understanding of building codes
- ❖ Computer assisted design (CAD) skills
- ❖ Artistic skills
- ❖ Verbal presentation skills
- ❖ Ability to write effectively

Physical

- ❖ Possession of good color perception

Personal or Other

- ❖ Public contact skills
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Willingness to work nights, weekends, and holidays

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word, Excel, and Access
- ❖ Auto CAD

For Career Advancement

- ❖ Meet sales goals, job performance
- ❖ Organizational skills
- ❖ Continuing education, management courses
- ❖ Creativeness and color and design sense
- ❖ Customer service skills

New Skills

- ❖ Computer and Internet research

Janitors & Cleaners - Except Maids & Housekeeping Cleaners

Employers: 15 ❖ Employees: 5,290

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

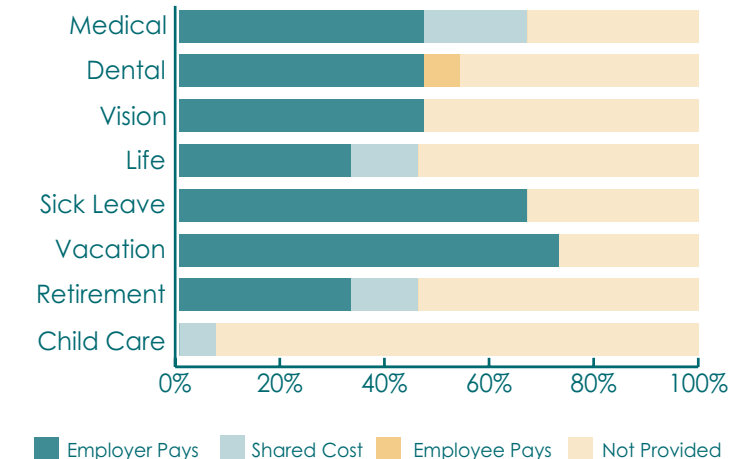
Alternate Job Titles: Custodians, Maintenance Workers.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$8.00	\$6.50
New Hires, Experienced	\$5.75 - \$8.87	\$7.50
3+ Years With Firm	\$6.63 - \$11.99	\$8.50

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$12.19	\$10.10
New Hires, Experienced	\$11.99 - \$13.44	\$12.74
3+ Years With Firm	\$8.00 - \$17.00	\$14.76

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

21,700 - 26,060

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **33.3%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 53% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 67% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Building Services
Elementary and Secondary Schools

RECRUITMENT METHODS

Employee Referrals	73%
Walk-In Applicants	67%
Newspaper Ads	60%
In-House Promotion	27%
Employment Agencies	20%
Employment Development Dept.	20%

SUPPLY & DEMAND

Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **2.5%**.

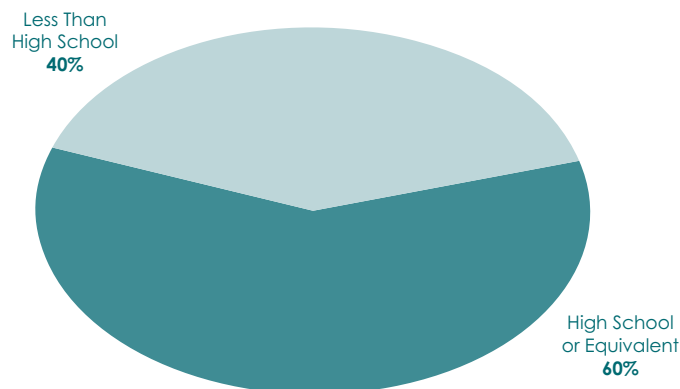


WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 60% of employers surveyed are non-union, and 40% are union.
- ❖ 72% of employees work full time for an average of 40 hours per week. 27% of employees work part-time for an average of 21 hours per week. 1% of employees surveyed work temporary or on-call.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report that they will not accept training in lieu of experience and that technical or vocational training is not required. **Most** employers do not require work experience and **all** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include ESL Classes and English and Math Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate floor polishing equipment
- ❖ Understanding of cleaning compounds and solutions
- ❖ Brush painting skills
- ❖ Lawn and garden care skills
- ❖ Window washing skills
- ❖ Pest extermination skills
- ❖ Painting skills
- ❖ Ceramic or floor tile repair skills
- ❖ Carpentry skills
- ❖ Ability to shampoo carpets
- ❖ Bondable

Physical

- ❖ Ability to lift at least 100 lbs. repeatedly

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Hard work
- ❖ Attendance
- ❖ Bilingual
- ❖ Communication skills
- ❖ Education
- ❖ Organization
- ❖ Good driving record
- ❖ Interpersonal skills
- ❖ Leadership

License

- ❖ Possession of a valid driver's license

Loan & Credit Clerks

Employers: 16 ❖ Employees: 98

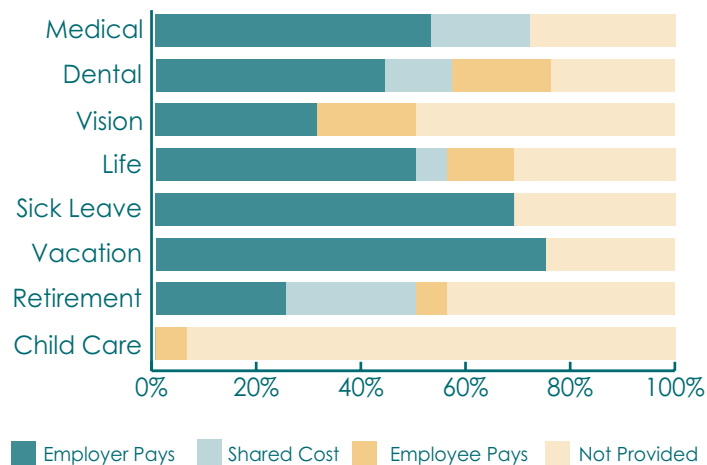
Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit. Does not include Loan Interviewers.

Alternate Job Titles: Loan Processors, Loan Officers, Credit Officers, Note Department Clerks, and Contract Processors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$13.90	\$10.30
New Hires, Experienced	\$8.00 - \$20.14	\$12.24
3+ Years With Firm	\$8.63 - \$23.01	\$13.69

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,650 - 3,270

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **23.4%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 50% Grow - 50%

Projected Next 24 Months

Decline - 0% Remain Stable - 37% Grow - 63%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Mortgage Bankers and Brokers
Commercial Banks

RECRUITMENT METHODS

Employee Referrals	75%
Newspaper Ads	63%
Internet	38%
In-House Promotion	25%
Word of Mouth	25%

SUPPLY & DEMAND

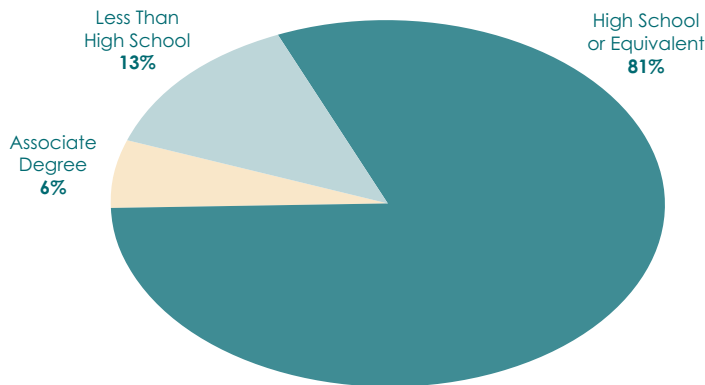
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **53.7%**.

WORK PATTERNS

- ❖ 63% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 95% of employees work full time for an average of 42 hours per week. 5% of employees work part-time for an average of 30 hours per week.
- ❖ 43% of the employees are female, and 57% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Some** employers require previous work experience and **many** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Banking and Financial Support Services.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Telephone answering skills
- ❖ Ability to perform detailed clerical work
- ❖ Ability to interview others for information
- ❖ Ability to use a calculator
- ❖ Ability to write effectively
- ❖ Record keeping skills
- ❖ Ability to type at least 45 wpm

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Willingness to work with close supervision
- ❖ Customer service skills
- ❖ Public contact skills

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Detail oriented
- ❖ Computer skills
- ❖ Math skills
- ❖ Good customer relations
- ❖ Social skills
- ❖ Interpersonal skills
- ❖ Knowledge of business
- ❖ Willingness to work overtime
- ❖ Competence
- ❖ Organizational skills
- ❖ Negotiating skills
- ❖ Telephone communication skills

New Skills

- ❖ Knowledge of new investor packages

Machinists

Employers: 15 ❖ Employees: 141

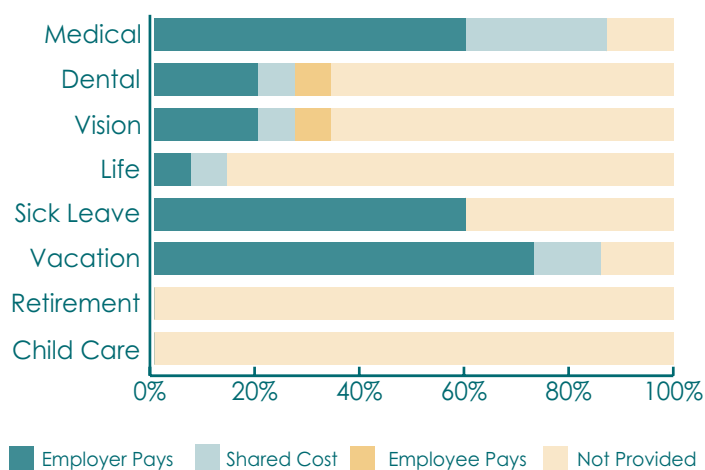
Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Alternate Job Titles: Set-up Machinists, General Machinists, and CNC Machinists.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$9.00	\$6.75
New Hires, Experienced	\$7.00 - \$16.78	\$10.00
3+ Years With Firm	\$11.00 - \$21.58	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,910 - 7,010

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **18.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **20%** Remain Stable - **40%** Grow - **40%**

Projected Next 24 Months

Decline - **13%** Remain Stable - **27%** Grow - **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Industrial Machinery
Aircraft and Parts

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	67%
Walk-In Applicants	67%
Employment Development Dept.	7%

SUPPLY & DEMAND

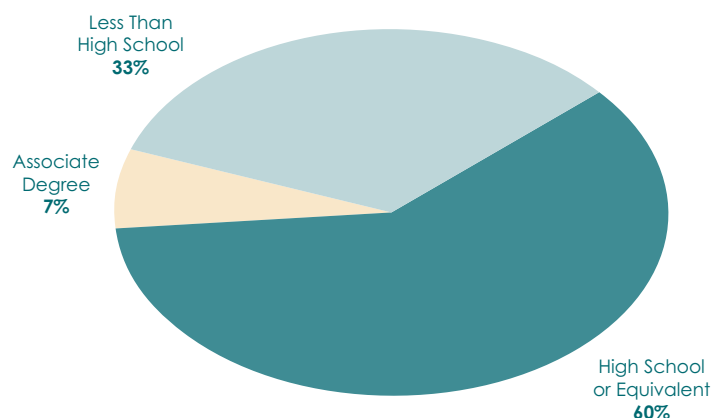
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **27.9%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 96% of employees work full time for an average of 41 hours per week. 4% of employees work part-time for an average of 25 hours per week.
- ❖ 23% of the employees are female, and 77% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Machine Shop Assistants and Machinist/Machine Technologists.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangetworks www.orangetworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read blueprints
- ❖ Ability to use hand tools
- ❖ Ability to write effectively
- ❖ Ability to use precision tools
- ❖ Understanding of military specifications
- ❖ Ability to operate numerically controlled (NC) machines
- ❖ Ability to operate computer numerically controlled (CNC) machines
- ❖ Shop math skills

Personal or Other

- ❖ Ability to provide own hand tools
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Manual dexterity
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to perform precision work
- ❖ Ability to stand continuously for 2 or more hours

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Adobe
- ❖ Numerical Control and Computer-Aided Manufacturing

For Career Advancement

- ❖ Communication skills
- ❖ Math skills
- ❖ Good productivity
- ❖ Quality work
- ❖ Knowledge of computer software
- ❖ Machining skills
- ❖ Leadership

New Skills

- ❖ Computer controlled machines

Maintenance Repairers - General Utility

Employers: 16 ❖ Employees: 203

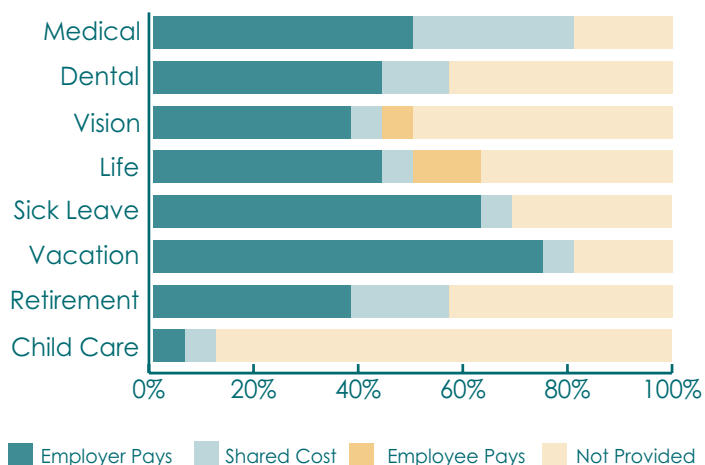
General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment, installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Alternate Job Titles: Maintenance Techs, Handymen, Service Managers, and Maintenance Workers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$6.25 - \$15.86	\$10.00
3+ Years With Firm	\$6.25 - \$25.00	\$14.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 12,410 - 15,450

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **24.5%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 56% Grow - 38%

Projected Next 24 Months

Decline - 0% Remain Stable - 88% Grow - 12%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Real Estate Agents, Lessors and Managers
Local Government

RECRUITMENT METHODS

Newspaper Ads	75%
Employee Referrals	50%
Word of Mouth	44%
Walk-In Applicants	25%
School Referrals	19%

SUPPLY & DEMAND

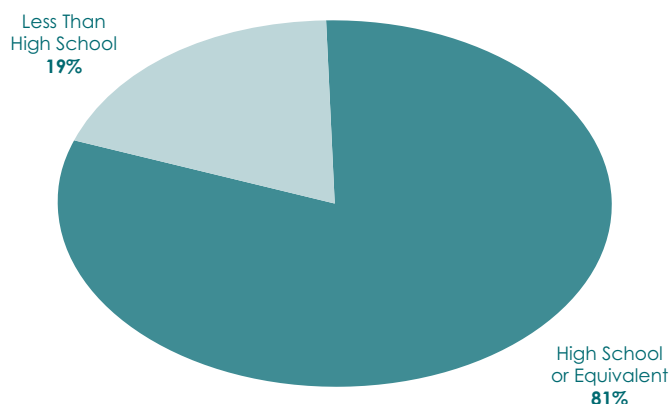
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **11.3%**.

WORK PATTERNS

- ❖ 56% of all employers promote.
- ❖ 94% of employers surveyed are non-union. 6% are union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 1% of employees work part-time for an average of 31 hours per week. 1% of employees work temporary or on-call for an average of 28 hours per week.
- ❖ 5% of the employees are female, and 95% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Mechanics and Repairers and Building/Property Maintenance and Manager.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Plumbing repair skills
- ❖ Carpentry skills
- ❖ Ability to repair and install heating and air conditioning systems
- ❖ Arc welding skills
- ❖ Ability to do cement work
- ❖ Electrical repair skills
- ❖ Gas welding skills
- ❖ Swimming pool maintenance skills
- ❖ Painting skills
- ❖ Ability to operate power hand tools
- ❖ Ability to read blueprints
- ❖ Record keeping skills

Personal or Other

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to provide own hand tools
- ❖ Ability to work independently
- ❖ Willingness to work with close supervision

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

Computer Software

- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Knowledge of equipment, tools, machines and repairs
- ❖ HVAC Certificate and certification in areas of specialization
- ❖ Physical ability
- ❖ Journey craft knowledge
- ❖ People skills
- ❖ Hard worker
- ❖ Management skills

Marketing, Advertising & Public Relations Managers

Employers: 15 ❖ Employees: 108

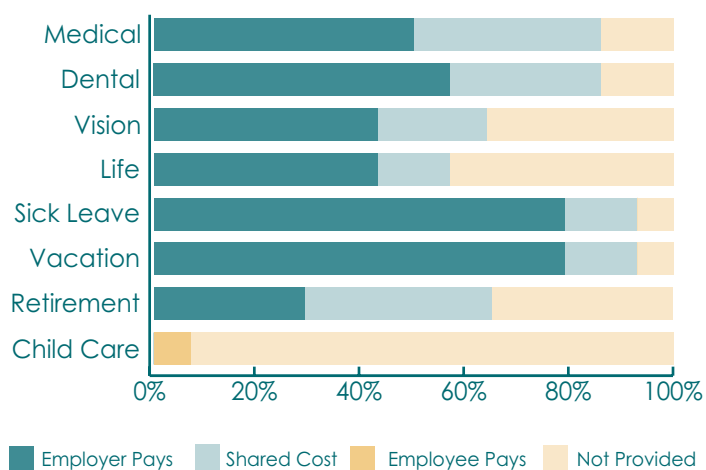
Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Alternate Job Titles: Sales Managers, Account Executives, Account Strategists, and Creative Directors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$9.21- \$11.99	\$11.53
New Hires, Experienced	\$9.97 - \$33.56	\$16.78
3+ Years With Firm	\$10.00 - \$40.75	\$19.18

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 7,430 - 9,170

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.4%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **54%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Management and Public Relations

RECRUITMENT METHODS

Employee Referrals	60%
Internet	53%
Newspaper Ads	27%
Private Employment Agencies	27%

SUPPLY & DEMAND

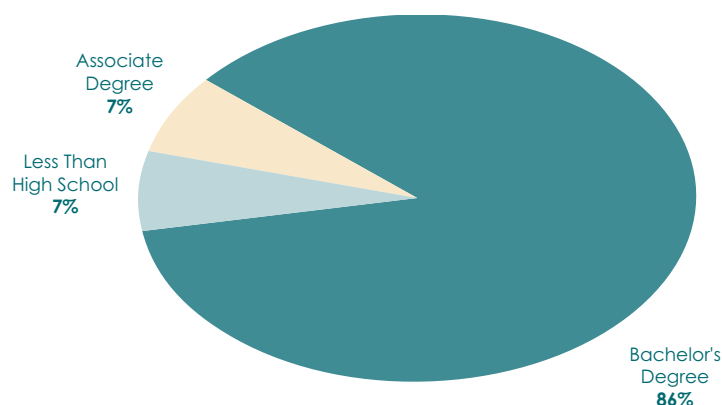
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **19.4%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 97% of employees work full time for an average of 42 hours per week. 2% of employees work part-time for an average of 20 hours per week, and 1% work temporary or on call for an average of 50 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 64% of the employees are female, and 36% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all (86%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (64%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Selling Skills and Sales Operations, Business, Management and Marketing, and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to manage an activity or department
- ❖ Ability to write effectively
- ❖ Media advertising sales skills
- ❖ Telephone sales skills
- ❖ Supervisory skills
- ❖ Understanding of labor relations practices
- ❖ Ability to analyze and use market research data and reports

Personal or Other

- ❖ Ability to maintain good customer relations
- ❖ Ability to work independently
- ❖ Ability to meet deadlines
- ❖ Willingness to work with close supervision
- ❖ Ability to maintain good business relationships
- ❖ Willingness to travel
- ❖ Ability to manage unexpected situations or circumstances
- ❖ Ability to manage multiple priorities

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Excel
- ❖ Access
- ❖ Publisher

For Career Advancement

- ❖ High Energy
- ❖ Leadership and interpersonal skills
- ❖ Continued education
- ❖ Marketing and sales skills
- ❖ Organized
- ❖ Solid presentation skills
- ❖ Strong writing skills
- ❖ Articulate

New Skills

- ❖ Internet use
- ❖ Computer skills

Mechanical Engineers

Employers: 15 ❖ Employees: 71

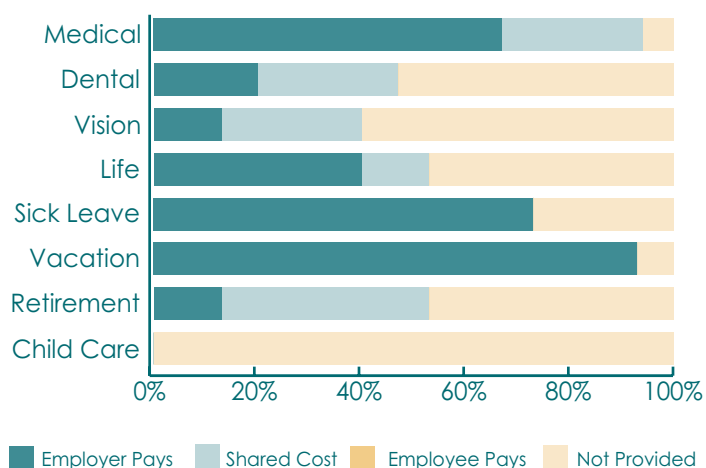
Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

Alternate Job Titles: Manufacturing Engineers, Mechanical Design Engineers, and Project Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.78- \$23.97	\$18.70
New Hires, Experienced	\$9.00 - \$31.16	\$23.97
3+ Years With Firm	\$18.00 - \$38.36	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,930 - 3,470

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **18.4%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **40%** Remain Stable - **33%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **73%** Grow - **27%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Engineering and Architectural Services
Guided Missiles, Space Vehicles and
Aerospace

RECRUITMENT METHODS

Employee Referrals	73%
Internet	47%
Newspaper Ads	40%
In-House Promotion	27%

SUPPLY & DEMAND

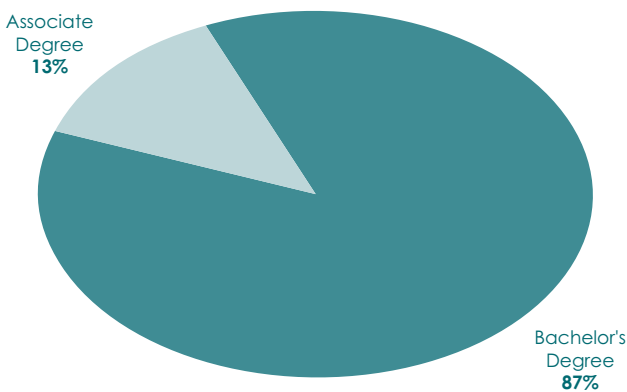
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **7.6%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 41 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 32% of the employees are female, and 68% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (71%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Mechanical Engineering, Computer Software and Physics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Engineering programming skills
- ❖ Computer integrated manufacturing (CIM) skills
- ❖ Ability to write effectively
- ❖ Ability to perform advanced mathematical computations
- ❖ Computer Aided Engineering skills
- ❖ Ability to use computer applications in research
- ❖ Computer Assisted Design (CAD) skills

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work irregular hours
- ❖ Ability to work as part of a team
- ❖ Ability to work under pressure
- ❖ Willingness to travel

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Access
- ❖ Quattro
- ❖ AutoCAD

For Career Advancement

- ❖ Management and business skills
- ❖ Computer skills
- ❖ Good communication skills
- ❖ Continuing education
- ❖ Professionalism

New Skills

- ❖ Keeping informed of new technology

Medical & Clinical Laboratory Technologists

Employers: 15 ❖ Employees: 182

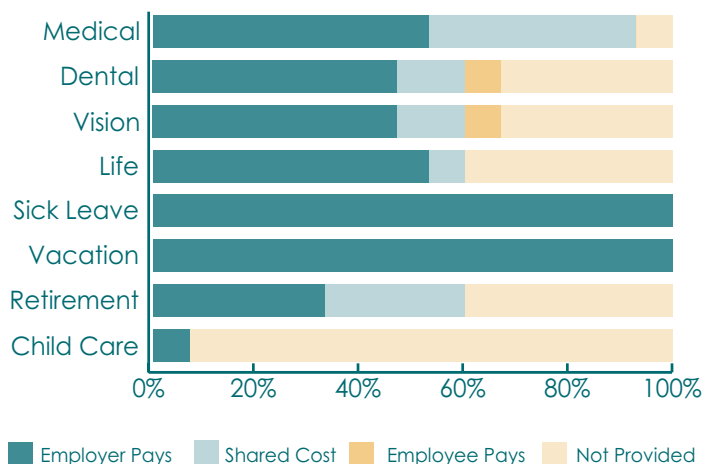
Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. Includes workers who teach medical technology when teaching is not their primary activity.

Alternate Job Titles: Medical Technologists, Medical Lab Assistants, Lab Techs, Clinical Lab Technicians, Laboratory Assistants, and Back Office Nurses.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$9.59 - \$19.50	\$14.55
New Hires, Experienced	\$8.00 - \$25.00	\$13.81
3+ Years With Firm	\$10.50 - \$25.00	\$15.53

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

11,110 - 12,380

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **11.4%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 40% Grow - 60%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Offices and Clinics of Medical Doctors

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	80%
Walk-In Applicants	47%
Colleges	40%
Internet	13%
School Referrals	13%

SUPPLY & DEMAND

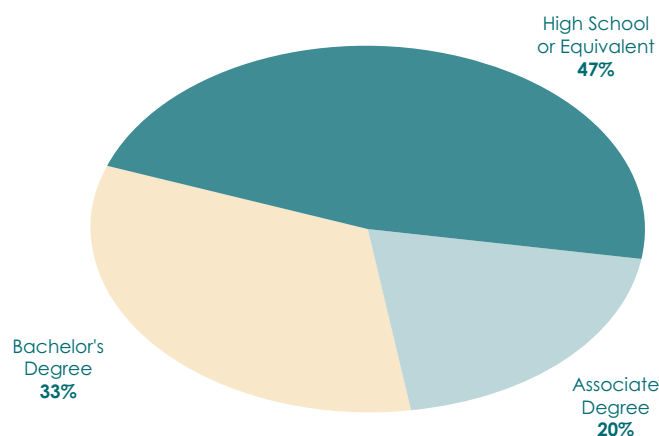
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **24.7%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 71% of employees work full time for an average of 45 hours per week. 21% of employees work part-time for an average of 22 hours per week. 8% of employees work temporary or on-call.
- ❖ Emerging occupations include Polysom-nographer.
- ❖ 73% of the employees are female, and 27% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Almost all** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Phlebotomy, Medical Terminology, Chemistry and Clinical Laboratory Technology.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate precision laboratory equipment
- ❖ Ability to follow laboratory procedures
- ❖ Supervisory skills
- ❖ Record keeping skills
- ❖ Ability to apply sterilization techniques
- ❖ Blood drawing skills
- ❖ Knowledge of chemistry
- ❖ Ability to use computer applications in research
- ❖ Ability to perform advanced mathematical computations
- ❖ Ability to write effectively
- ❖ Knowledge of medical terminology

Physical

- ❖ Manual dexterity
- ❖ Good vision
- ❖ Ability to concentrate for long periods of time
- ❖ Possession of good color perception
- ❖ Ability to sit continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Ability to work independently
- ❖ Ability to work under pressure

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word and Excel

For Career Advancement

- ❖ Leadership
- ❖ Communication skills
- ❖ Reliability
- ❖ Time management
- ❖ Verbal skills
- ❖ Critical thinking
- ❖ Management skills

New Skills

- ❖ Computer literacy
- ❖ Continue academic learning

Medical Records Technicians

Employers: 16 ❖ Employees: 30

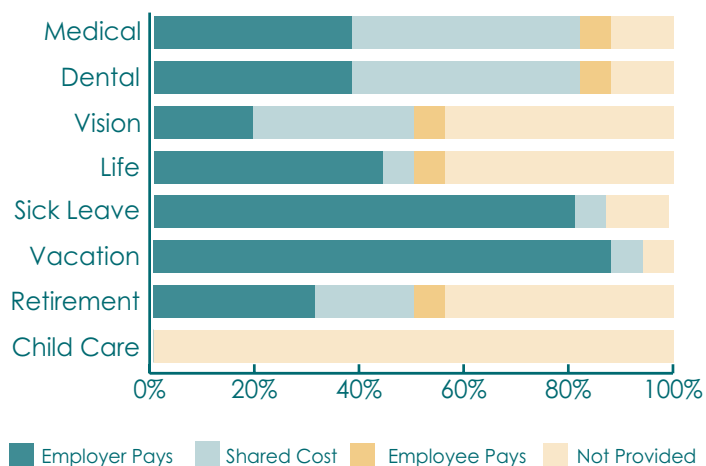
Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Alternate Job Titles: Medical Records Clerks, Medical Records Techs, and Medical Records Coordinators.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$11.00	\$8.00
New Hires, Experienced	\$8.00 - \$16.00	\$10.50
3+ Years With Firm	\$9.00 - \$21.00	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 360 - 460

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **27.8%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **6%** Remain Stable - **56%** Grow - **38%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **75%** Grow - **25%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Nursing and Personal Care Facilities

RECRUITMENT METHODS

Employee Referrals	88%
Newspaper Ads	63%
Walk-In Applicants	50%
Colleges	19%
Word of Mouth	13%

SUPPLY & DEMAND

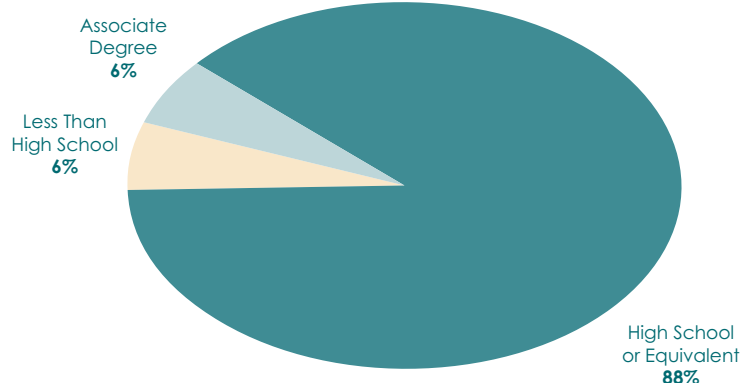
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **37.5%**.

WORK PATTERNS

- ❖ 94% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 21 hours per week.
- ❖ 90% of the employees are female, and 10% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Medical Records Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Analytical skills
- ❖ Knowledge of drugs and disease processes
- ❖ Knowledge of CPT-4 coding
- ❖ Ability to transcribe medical records and reports
- ❖ Alphabetic and numeric filing skills
- ❖ Record keeping skills
- ❖ Knowledge of anatomy and physiology
- ❖ ICD-9-CM coding skills
- ❖ Ability to type at least 45 wpm
- ❖ Knowledge of medical terminology
- ❖ Ability to apply JCAH and Title 22 regulations
- ❖ Possession of a Coding certificate
- ❖ Ability to write effectively
- ❖ Understanding of Medicare rules and regulations

Personal or Other

- ❖ Ability to work independently
- ❖ Ability to pay attention to detail
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to write legibly

Computer Software

- ❖ Word, Excel and Access
- ❖ MediSoft

For Career Advancement

- ❖ Computer skills
- ❖ Bilingual
- ❖ Management and leadership skills
- ❖ Communication skills
- ❖ Logical thinking
- ❖ Knowledge of medical terminology
- ❖ Filing and organization skills
- ❖ Good spelling
- ❖ Reliability
- ❖ Continued education

New Skills

- ❖ Adaptable to changing software

License

- ❖ Accredited Records Technician eligibility

Mobile Heavy Equipment Mechanics - Except Engines

Employers: 15 ❖ Employees: 117

Mobile Heavy Equipment Mechanics, Except Engines repair and maintain mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyers, used in construction, logging, and surface mining. Does not include Rail Car Repairers and Diesel Engine Specialists.

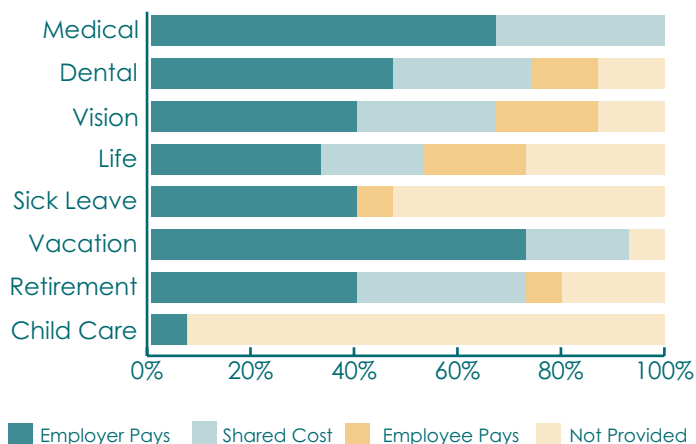
Alternate Job Titles: Heavy Duty Repairmen, Heavy Duty Mechanics, and In-House Mechanics.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$12.00	\$10.00
New Hires, Experienced	\$13.00 - \$19.18	\$16.00
3+ Years With Firm	\$15.00 - \$22.50	\$19.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$13.00- \$33.00	\$24.50
3+ Years With Firm	\$19.98 - \$36.00	\$31.50

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 630 - 910

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **44.4%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 13% Remain Stable - 60% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Miscellaneous Equipment Rental and Leasing
Machinery, Equipment and Supplies

RECRUITMENT METHODS

Newspaper Ads	47%
Employee Referrals	40%
Union Hall Referrals	33%
Walk-In Applicants	20%

SUPPLY & DEMAND

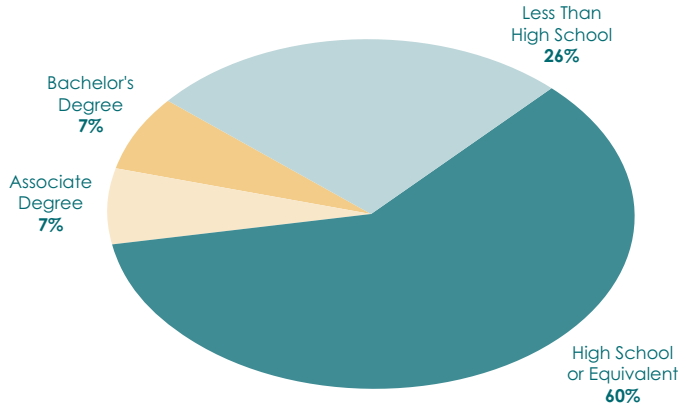
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **13.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 60% of employers surveyed are non-union. 40% of employers surveyed are union.
- ❖ 100% of employees work full time for an average of 44 hours per week.
- ❖ 100% of employers surveyed have a day shift. 20% of employers have a swing shift, and 13% have a graveyard shift.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (57%) employers report they will not accept training in lieu of experience. **Most (67%)** employers report that technical or vocational training is not required. **Almost all (87%)** employers require previous work experience, and **many (50%)** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Welding, Electronics and Auto Mechanics.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to repair electrical systems
- ❖ Ability to follow safe equipment operating practices
- ❖ Knowledge of basic auto mechanics
- ❖ Hydraulic systems troubleshooting skills
- ❖ Knowledge of hydraulic systems
- ❖ Ability to operate electronic automotive diagnostic equipment
- ❖ Welding skills
- ❖ Ability to repair pneumatic systems

Personal or Other

- ❖ Possession of mechanical aptitude
- ❖ Ability to work independently
- ❖ Ability to lift at least 80 lbs. repeatedly

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Internet

For Career Advancement

- ❖ Mechanical skills
- ❖ Leadership and interpersonal skills
- ❖ Management skills
- ❖ Dependability and self-motivation
- ❖ Extraordinary workmanship

New Skills

- ❖ Knowledge of latest technology including electronic engine diagnostics
- ❖ Knowledge of new hydraulics
- ❖ Computer knowledge

Multimedia Specialists

Employers: 15 ❖ Employees: 77

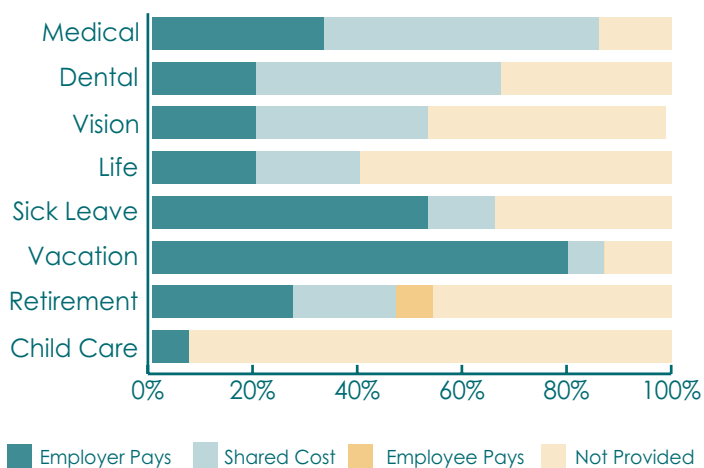
Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, and making the related scenes interactive using specialized computer software and simple programming language.

Alternate Job Titles: Graphics Designers, Computer Graphics, Graphic Artists, Web Developers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$9.00 - \$38.00	\$20.00
3+ Years With Firm	\$14.38 - \$41.23	\$25.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1997-2004: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 33% Grow - 67%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Consumer Electronics
Publishing, Entertainment and Telecommunications

RECRUITMENT METHODS

Employee Referrals	79%
Internet	29%
Newspaper Ads	21%
In-House Promotion	21%
Colleges	14%
School Referrals	14%
Walk-In Applicants	14%

SUPPLY & DEMAND

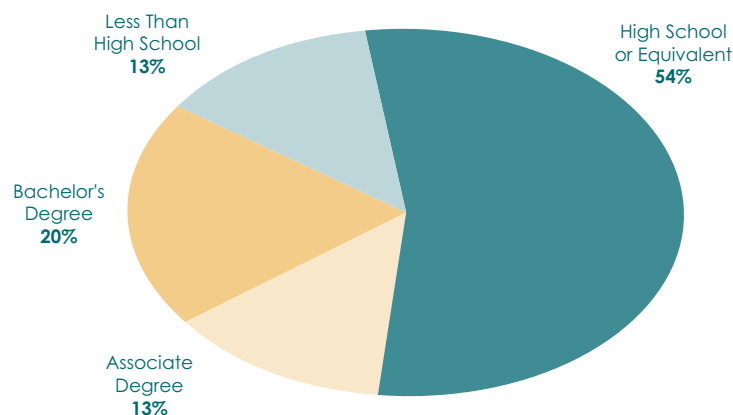
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **not difficult** to find inexperienced applicants. The turnover rate is 10.3%.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 53% of employees work full time for an average of 42 hours per week. 47% of employees work part-time for an average of 22 hours per week.
- ❖ Emerging occupations include E-Commerce and Video Compressionist.
- ❖ 18% of the employees are female, and 82% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Desktop Publishing, Computer Science and Computer Programming.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to use computer and electronic devices, software, and tools required to complete a given project
- ❖ Understanding the basics of design and creativity
- ❖ Willingness to continually update skills by learning new tools and techniques
- ❖ Expertise in one or more areas as well as a general understanding of many areas
- ❖ Other skills according to the specific requirements of specialties within the multimedia industry

Personal or Other

- ❖ Willingness to work part time, temporary or on-call
- ❖ Ability to work as part of a team
- ❖ Possess a passion for the work
- ❖ A sense of humor
- ❖ Patience

Basic Skills

- ❖ Organizational skills
- ❖ Ability to quickly and accurately understand the goals and objectives of the project
- ❖ Ability to clearly communicate ideas
- ❖ Ability to meet deadlines

Computer Software

- ❖ Word and Excel
- ❖ PageMaker
- ❖ Corel Draw
- ❖ Dreamweaver

For Career Advancement

- ❖ Communication skills
- ❖ Computer graphics
- ❖ Eagerness to work
- ❖ Writing ability
- ❖ Problem solving skills
- ❖ Creativity and strong design skills
- ❖ Knowledge of software

New Skills

- ❖ Multimedia web pages
- ❖ Digital editing
- ❖ Networking

Network Professionals

Employers: 15 ❖ Employees: 59

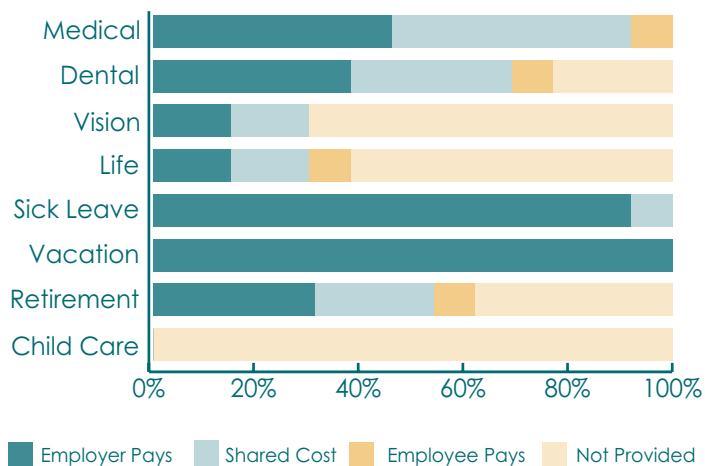
Network Professionals are responsible for designing and maintaining a company's computerized information system, managing local and/or wide area networks. They may also include training network users, developing network strategies, downsizing mainframe and mini computer systems to PC networks. They may build front-ends to specific applications. They may be certified or uncertified.

Alternate Job Titles: Network Administrators, Field Service Engineers, and System Engineers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$9.59 - \$23.97	\$19.18
3+ Years With Firm	\$12.95 - \$47.95	\$28.77

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Information Not Available*

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: N/A*

EDD Forecast Job Growth Rate for This Occupation 1999-2006: N/A*

Growth Rate Relative to County Average: N/A*

* This is a non-OES occupation. EDD projections are solely available for OES occupations.

EMPLOYMENT LEVELS

Past Year

Decline - 47% Remain Stable - 40% Grow - 13%

Projected Next 24 Months

Decline - 0% Remain Stable - 27% Grow - 73%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Commercial Banks

RECRUITMENT METHODS

Employee Referrals	73%
Internet	47%
Newspaper Ads	33%
Walk-In Applicants	13%

SUPPLY & DEMAND

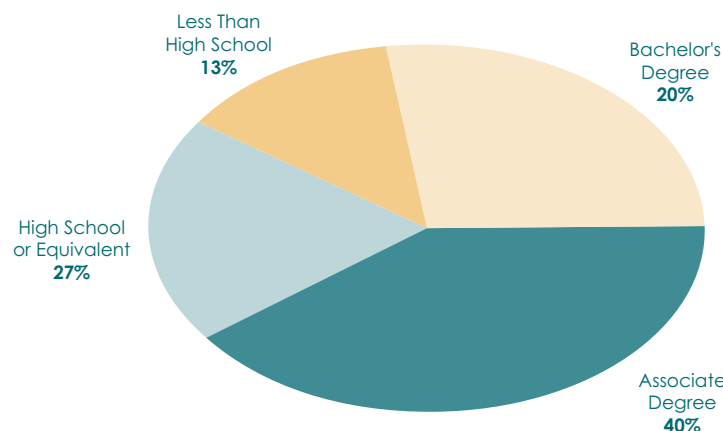
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **16.1%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 83% of employees work full time for an average of 40 hours per week. 17% of employees work part-time for an average of 16 hours per week.
- ❖ 93% of employers have a day shift, 20% of employers have a swing shift, and 7% of employers have a graveyard shift.
- ❖ 14% of the employees are female, and 86% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Most (60%)** employers report that technical or vocational training is required. **Almost all (93%)** employers require previous work experience and **many (57%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Introduction to Networking and Network Management, Microsoft Certified Systems Engineer (MCSE), and Fundamentals of Microsoft Windows 2000.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of software applications
- ❖ Ability to conduct training programs
- ❖ Ability to operate video cameras
- ❖ Ability to write effectively
- ❖ Ability to analyze data to solve problems
- ❖ Understanding of wide area networks (WAN)
- ❖ Understanding of local area networks (LAN)
- ❖ Ability to use operating manuals
- ❖ Knowledge of microcomputer hardware and operating systems
- ❖ Ability to plan and organize training programs

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Customer service skills
- ❖ Ability to work independently
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel and Access
- ❖ Java
- ❖ HTML
- ❖ Novell
- ❖ Unix

For Career Advancement

- ❖ Communication skills
- ❖ Continuing certification
- ❖ Punctual and responsible
- ❖ Advanced computer skills
- ❖ Technical skills
- ❖ Managing skills
- ❖ Good customer relations

New Skills

- ❖ Internet skills
- ❖ Mac OS X Skills
- ❖ Internet Provider Routing
- ❖ Network Security

Nurse Aides

Employers: 15 ❖ Employees: 1,175

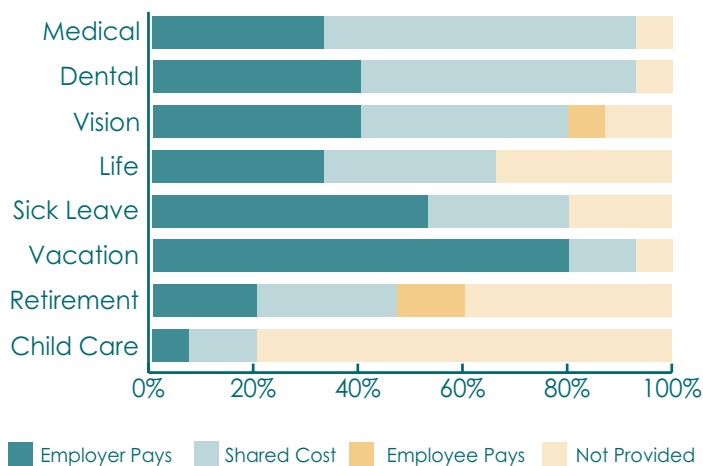
Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, servicing and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

Alternate Job Titles: Certified Nurse Assistants, Patient Care Assistants, and Personal Attendants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$9.00	\$7.68
New Hires, Experienced	\$7.25 - \$10.00	\$8.50
3+ Years With Firm	\$7.25 - \$12.00	\$9.25

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

5,340 - 5,830

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **0.9%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 0% Remain Stable - 73% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Nursing and Personal Care Facilities

RECRUITMENT METHODS

Walk-In Applicants	93%
Employee Referrals	73%
Newspaper Ads	73%
Employment Agencies	20%
School Referrals	20%
Internet	7%

SUPPLY & DEMAND

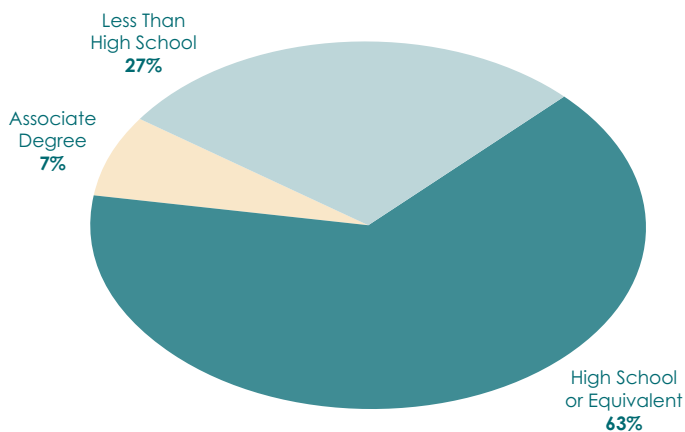
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **24.7%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 68% of employees work full time for an average of 37 hours per week. 31% of employees work part-time for an average of 22 hours per week. 1% of employees work temporary or on-call.
- ❖ 83% of the employees are female, and 17% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Many** employers require previous work experience and **most** do not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Nurse Aide Training and Health Sciences Careers.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to provide personal services to patients
- ❖ Record keeping skills
- ❖ Knowledge of orthopedic care
- ❖ Understanding of asepsis
- ❖ Ability to administer emergency first aid
- ❖ Ability to apply dressings and compresses
- ❖ Ability to apply transferring techniques moving patients
- ❖ Knowledge of surgical preparation procedures
- ❖ Post surgical care skills
- ❖ Ability to perform CPR

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Database

For Career Advancement

- ❖ Good working skills
- ❖ Leadership
- ❖ Customer service
- ❖ Communication skills
- ❖ Continued education
- ❖ Additional medical knowledge

New Skills

- ❖ Knowledge of English language

License

- ❖ Possession of a Nurse Aide Certification

Operating Engineers

Employers: 15 ❖ Employees: 344

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as bulldozer or crane.

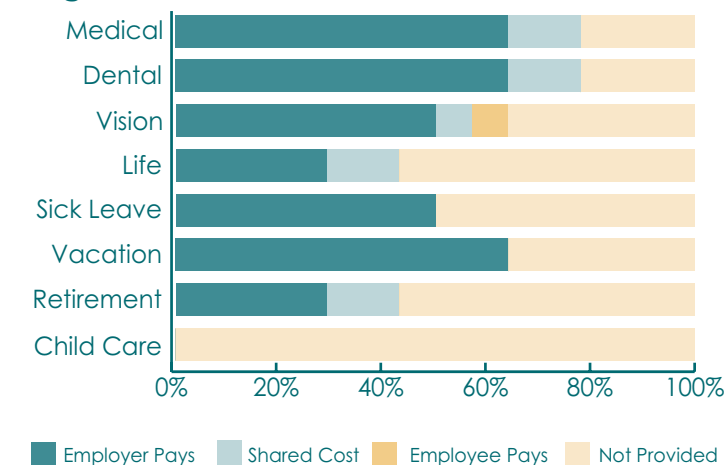
Alternate Job Titles: Operators, Laborers, Backhoe Operators, and Equipment Operators.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$12.00 - \$29.00	\$20.00
3+ Years With Firm	\$15.00 - \$30.00	\$22.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$23.00 - \$28.00	\$25.50
New Hires, Experienced	\$23.00 - \$30.00	\$28.00
3+ Years With Firm	\$25.00 - \$35.00	\$29.02

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,070 - 1,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.6%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 20% Remain Stable - 47% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Local Government
Heavy Construction, Highway and Street Construction

RECRUITMENT METHODS

Union Hall	47%
Employee Referrals	27%
Walk-In Applicants	27%
Word of Mouth	20%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **9.1%**.

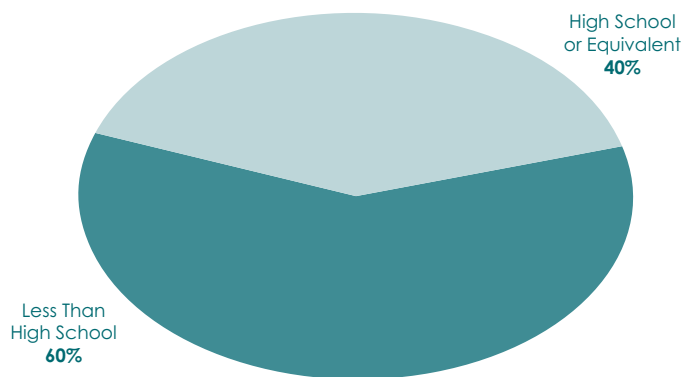


WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 33% of employers surveyed are union, and 67% are non-union.
- ❖ 49% of employees work full time for an average of 40 hours per week. 29% of employees work part-time for an average of 30 hours per week. 22% of employees work seasonal for an average of 45 hours per week.
- ❖ 5% of the employees are female, and 95% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Automotive maintenance and minor repair skills
- ❖ Ability to read blueprints
- ❖ Ability to read working drawings
- ❖ Basic construction skills
- ❖ Ability to follow safe equipment operating practices
- ❖ Certified for special construction equipment

Personal or Other

- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Possession of a good DMV driving record
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

For Career Advancement

- ❖ Equipment knowledge and safety
- ❖ Productivity and efficiency
- ❖ Outstanding labor skills
- ❖ Good driving record
- ❖ Technical skills

New Skills

- ❖ Ability to operate new equipment

Painters & Paperhangers - Construction & Maintenance

Employers: 15 ❖ Employees: 336

Painters and Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

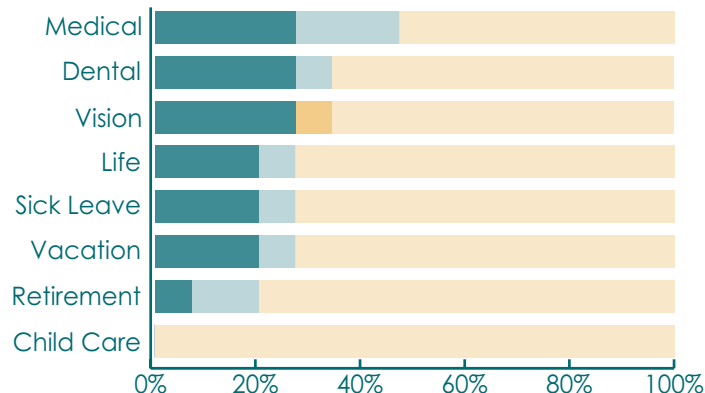
Alternate Job Titles: Painting Contractors, Journeyman Painters, Spray Foremen, and Maintenance Crew Members.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$8.00
New Hires, Experienced	\$8.00 - \$15.00	\$10.00
3+ Years With Firm	\$8.00 - \$25.00	\$16.50

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$8.40 - \$10.00	\$10.00
3+ Years With Firm	\$15.00 - \$21.00	\$18.15

Fringe Benefits



Legend: ■ Employer Pays ■ Shared Cost ■ Employee Pays ■ Not Provided
All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,990 - 5,020

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **25.8%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 27% Grow - 73%

Projected Next 24 Months

Decline - 7% Remain Stable - 40% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Painting and Paperhanging

RECRUITMENT METHODS

Employee Referrals	80%
Word of Mouth	60%
Walk-In Applicants	33%
Newspaper Ads	33%
In-House Promotion	13%
Union Hall	13%

SUPPLY & DEMAND

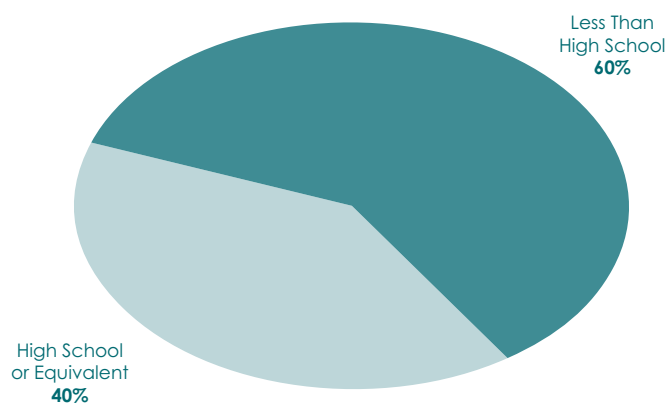
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **10.8%**.

WORK PATTERNS

- ❖ 83% of all employers promote.
- ❖ 80% of employers surveyed are non-union, and 20% are union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 2% of employees work seasonal for an average of 40 hours per week.
- ❖ Emerging occupations include Lead and Asbestos Abatement.
- ❖ 1% of the employees are female, and 99% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report that they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience, and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Construction Trades.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Knowledge of paints and related chemicals
- ❖ Brush painting skills
- ❖ Roller painting skills
- ❖ Spray painting skills
- ❖ Drywall installation and repair skills
- ❖ Surface preparation skills
- ❖ Ability to use and read a tape measure

Personal or Other

- ❖ Possession of good color perception
- ❖ Ability to work from ladders and scaffolds
- ❖ Ability to tolerate dust and paint fumes
- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ Ability to pay attention to detail
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

For Career Advancement

- ❖ Quality work
- ❖ Technical skills
- ❖ Productivity
- ❖ Punctuality
- ❖ Solid work ethic
- ❖ Language and communication skills
- ❖ Adaptability
- ❖ Positive attitude
- ❖ Ability to use machinery and paints

New Skills

- ❖ Cabinet finishing
- ❖ Faux finishing

Paralegal Personnel

Employers: 16 ❖ Employees: 93

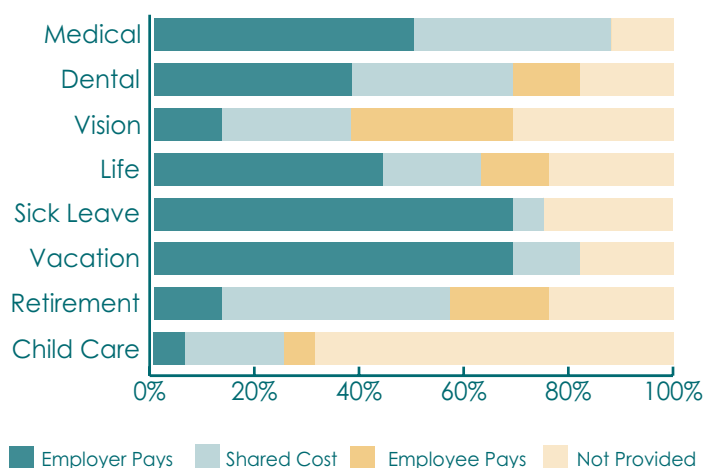
Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Alternate Job Titles: Professional Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.99 - \$16.78	\$13.19
New Hires, Experienced	\$10.00 - \$22.71	\$17.39
3+ Years With Firm	\$12.15 - \$27.76	\$20.79

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 760 - 1,140

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **50.0%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 75% Grow - 25%

Projected Next 24 Months

Decline - 0% Remain Stable - 63% Grow - 38%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Legal Services/Law Offices

RECRUITMENT METHODS

Employee Referrals	56%
Newspaper Ads	50%
Employment Agencies	50%
Internet	25%
Walk-Ins	25%

SUPPLY & DEMAND

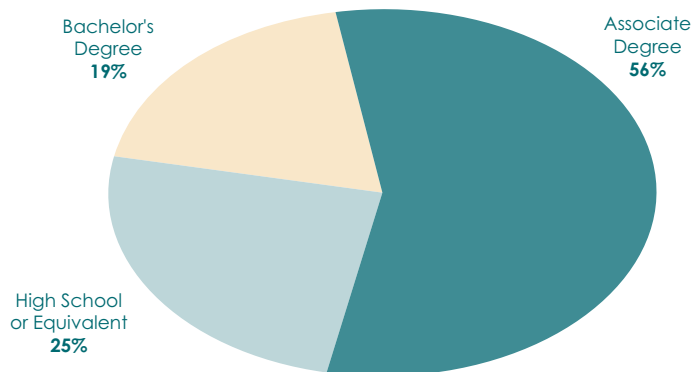
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **13.8%**.

WORK PATTERNS

- ❖ 13% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 40 hours per week. 10% of employees work part-time for an average of 22 hours per week.
- ❖ 100% of employers have a day shift.
- ❖ 86% of the employees are female, and 14% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (45%) employers report they will accept training in lieu of experience. **Many (44%)** employers report that technical or vocational training is required. **Many (50%)** employers require previous work experience and **most (64%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Liberal Arts Studies, English and Law.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a law degree (Juris Doctorate)
- ❖ Problem solving skills
- ❖ Understanding of court proceedings
- ❖ Investigative research skills
- ❖ Certified Legal Assistant (CLA)
- ❖ Understanding of legal terms
- ❖ Ability to write effectively
- ❖ Record keeping skills

Personal or Other

- ❖ Ability to read and comprehend information quickly
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ PowerPoint
- ❖ Excel
- ❖ Access
- ❖ Publisher
- ❖ WordPerfect
- ❖ Lexis Nexis
- ❖ Westlaw
- ❖ Goldmine
- ❖ Legal Solutions Plus

For Career Advancement

- ❖ Communication and writing skills
- ❖ Paralegal Degree
- ❖ Law school education
- ❖ Computer aided research skills
- ❖ Initiative
- ❖ Organizational skills
- ❖ Task oriented

New Skills

- ❖ Internet skills
- ❖ Computer aided research

Personal & Home Care Aides

Employers: 15 ❖ Employees: 102

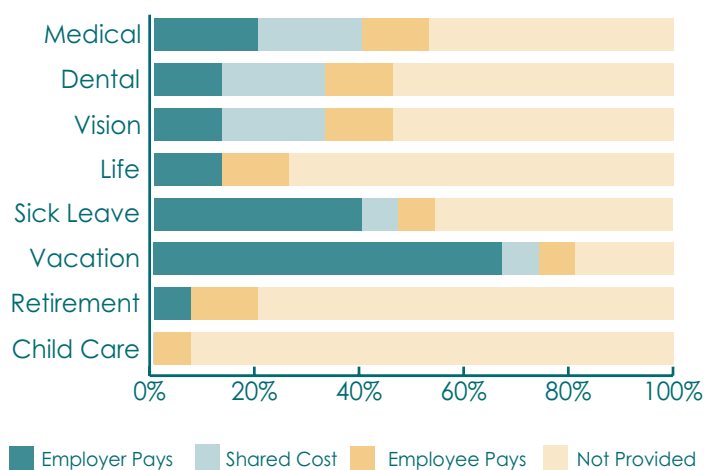
Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

Alternate Job Titles: Caregivers, Home Helpers, Care Providers, and Companions.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$6.75
New Hires, Experienced	\$6.75 - \$9.00	\$8.00
3+ Years With Firm	\$7.25 - \$12.00	\$9.78

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 760 - 990

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.3%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **20%** Remain Stable - **53%** Grow - **27%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Home Health Care Services
Residential Care

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	40%
Private Employment Agencies	20%
Walk-Ins	20%

SUPPLY & DEMAND

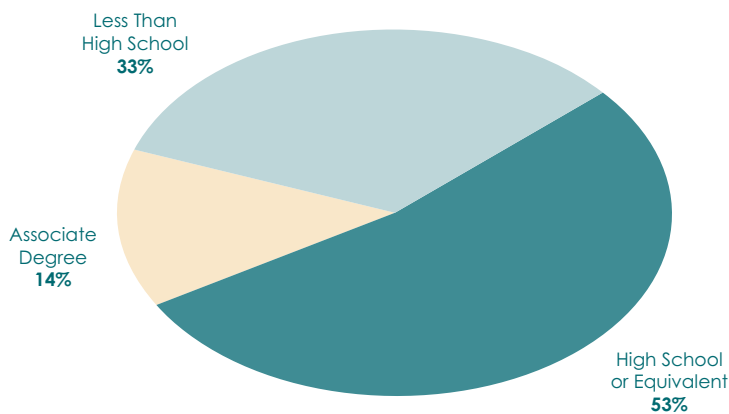
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **17.8%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 71% of employees work full time for an average of 41 hours per week. 29% of employees work part-time for an average of 24 hours per week.
- ❖ 80% of employers have day shifts. 33% of employers have a swing shift. 13% of employers have a graveyard shift. 20% provide 24/7 care as live-ins.
- ❖ 69% of the employees are female, and 31% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (64%) employers report they will accept training in lieu of experience. **Most (67%)** employers report that technical or vocational training is not required. **Many (40%)** employers require previous work experience and **many (55%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Housing and Human Environments, Child Care and Support Services Management and Adult Development and Aging.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Understanding of good diet and nutrition
- ❖ Knowledge of geriatrics
- ❖ Knowledge of family social work
- ❖ Family counseling skills
- ❖ Food buying skills
- ❖ Possession of a valid driver's license
- ❖ Ability to work with children having special needs
- ❖ Ability to prepare client food budgets
- ❖ Menu planning skills
- ❖ Ability to write effectively

Physical

- ❖ Ability to pass a pre-employment medical examination

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to work with close supervision
- ❖ High standards of personal cleanliness
- ❖ Ability to work independently
- ❖ Interpersonal skills
- ❖ Adaptable

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

For Career Advancement

- ❖ Interpersonal skills
- ❖ Good communication skills
- ❖ Management skills
- ❖ Continuing education
- ❖ Honesty

New Skills

- ❖ First Aid certification
- ❖ Medical knowledge
- ❖ Developmentally disabled skills

Pharmacy Technicians

Employers: 15 ❖ Employees: 62

Pharmacy Technicians fill orders for unit doses and pre-packaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles: Technician.

SIZE OF OCCUPATION

Small - 930 - 1,060

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.0%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Drug Stores and Proprietary Stores

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	60%
Word of Mouth	40%
Walk-Ins	33%
Colleges	20%

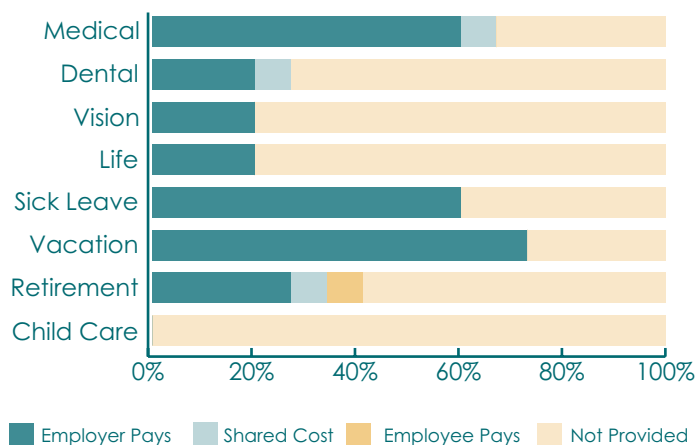
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **20.3%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$10.50	\$10.00
New Hires, Experienced	\$7.00 - \$15.00	\$11.99
3+ Years With Firm	\$10.00 - \$17.00	\$14.38

Fringe Benefits



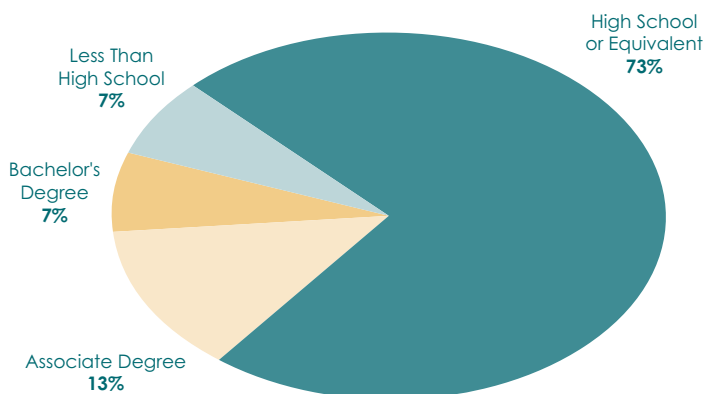
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 93% of employers surveyed are non-union. 7% of employers surveyed are union.
- ❖ 71% of employees work full time for an average of 40 hours per week. 29% of employees work part-time for an average of 25 hours per week.
- ❖ Emerging occupations include Medical Supply Billers.
- ❖ 63% of the employees are female, and 37% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Most** employers require previous work experience and **most** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Pharmacy Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to measure and calculate using metrics
- ❖ Ability to calculate weights and measurements
- ❖ Knowledge of chemical compounds
- ❖ Ability to accurately record & report information
- ❖ Ability to complete and explain insurance forms
- ❖ Ability to apply sterilization techniques
- ❖ Ability to follow government regulations and reporting requirements
- ❖ Ability to type at least 30 wpm
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to pay attention to detail
- ❖ Ability to lift at least 40 lbs. repeatedly
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ QS/1
- ❖ Etreby

For Career Advancement

- ❖ Timeliness
- ❖ Efficiency
- ❖ Reliability
- ❖ Bilingual
- ❖ Knowledge of pharmaceuticals
- ❖ Computer skills
- ❖ Leadership skills
- ❖ Continued education
- ❖ Interpersonal skills

License

- ❖ Licensed by the California State Board of Pharmacy

Physicians' Assistants

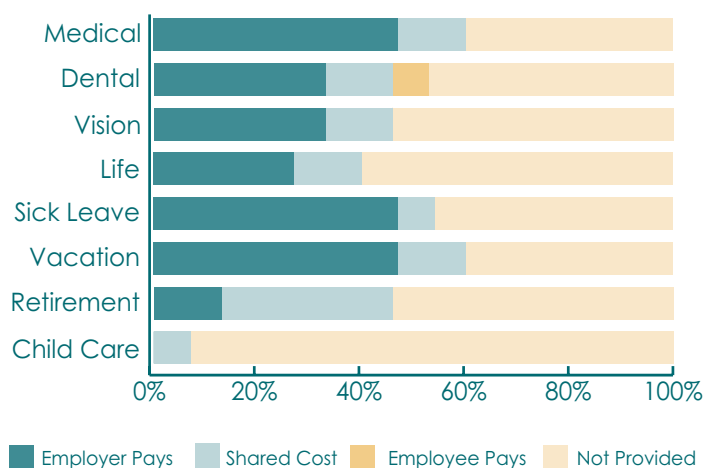
Employers: 15 ❖ Employees: 32

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses or Ambulance Attendants whose training is limited to the application of first aid.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.00 - \$35.00	\$25.00
New Hires, Experienced	\$10.00 - \$50.00	\$30.00
3+ Years With Firm	\$15.00 - \$45.00	\$30.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 40 - 40

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **0%**

Growth Rate Relative to County Average: **Remain Stable**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 73% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Clinics
Hospitals

RECRUITMENT METHODS

Employee Referrals	60%
Newspaper Ads	33%
Colleges	33%
Word of Mouth	33%

SUPPLY & DEMAND

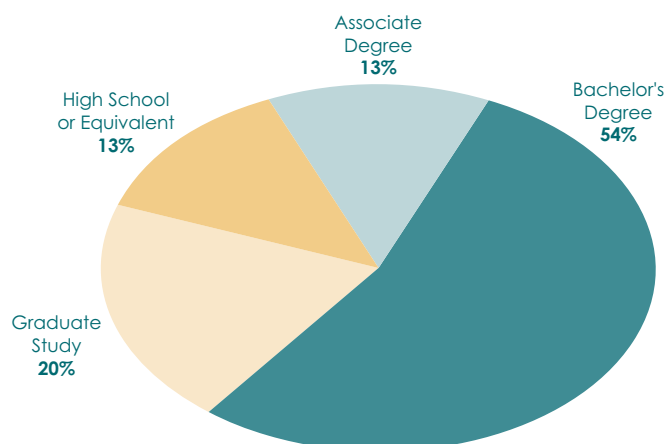
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **28.6%**.

WORK PATTERNS

- ❖ Promotional opportunities in this occupation are very limited.
- ❖ 100% of employers surveyed are non-union.
- ❖ 63% of employees work full time for an average of 41 hours per week. 38% of employees work part-time for an average of 22 hours per week.
- ❖ 59% of the employees are female, and 41% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is required. **Many** employers require previous work experience and will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation include Health Sciences and Medical Services.

Additional Resources:

- ❖ CA Academy of Physicians' Assistants www.capanet.org
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to maintain an appointment calendar
- ❖ Ability to assist with examinations
- ❖ Ability to maintain progress notes and treatment summaries
- ❖ Ability to record condition of patients
- ❖ Ability to administer injections
- ❖ Ability to administer medications
- ❖ Ability to interview others for information

Personal or Other

- ❖ Possession of emotional stability
- ❖ Good hearing and vision
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to work independently
- ❖ Ability to relate to patients
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Diagnostic and assessment skills
- ❖ Clinical competence
- ❖ Interpersonal skills
- ❖ Dependability and leadership
- ❖ Continuing education
- ❖ Customer service
- ❖ Management skills
- ❖ Initiative
- ❖ Patience

New Skills

- ❖ Ultrasound

License

- ❖ Certification by the National Commission on Certification of Physicians' Assistants
- ❖ Certification by the California State Board of Medical Quality Assurance

Plumbers, Pipefitters & Steamfitters

Employers: 15 ❖ Employees: 824

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

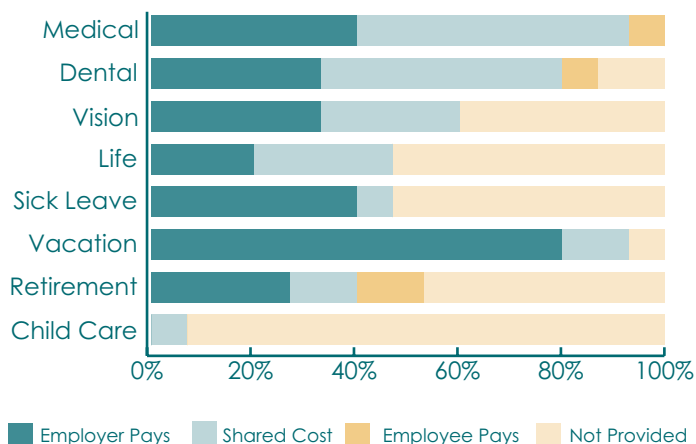
Alternate Job Titles: Journey Plumbers, Journeymen, and Service Technicians.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$13.50	\$9.00
New Hires, Experienced	\$8.00 - \$20.00	\$14.92
3+ Years With Firm	\$12.00 - \$21.31	\$18.00

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.63 - \$20.71	\$12.00
New Hires, Experienced	\$23.97 - \$32.00	\$27.66
3+ Years With Firm	\$14.38 - \$32.00	\$27.95

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 3,200 - 3,600

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **12.5%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 47% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Heavy Construction, Except Highway
Plumbing, Heating, Air-Conditioning

RECRUITMENT METHODS

Employee Referrals	67%
Newspaper Ads	40%
Union Hall Referrals	33%
In-House Promotion	27%

SUPPLY & DEMAND

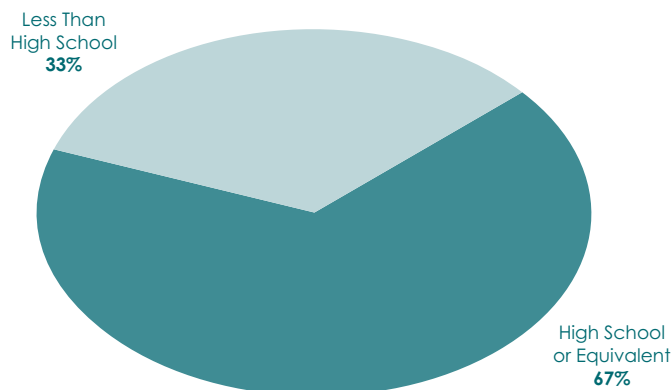
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **7.5%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 60% of employers surveyed are non-union. 40% of employers surveyed are union.
- ❖ 88% of employees work full time for an average of 40 hours per week. 12% of employees work temporary or on-call for an average of 40 hours per week.
- ❖ 100% of employers surveyed have a day shift. 20% of employers have a swing shift, and 20% have a graveyard shift.
- ❖ Emerging occupations include Medical Gas Installers.
- ❖ 4% of the employees are female, and 96% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (53%) employers report they will accept training in lieu of experience and that technical or vocational training is not required. Most (67%) employers require previous work experience, and some (31%) employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Pipefitting and Sprinkler Fitting, Gas Welding, Arc Welding, Soldering and Basic Math.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Gas welding skills
- ❖ Soldering skills
- ❖ Ability to read blueprints
- ❖ Understanding of building codes
- ❖ Possession of a valid driver's license
- ❖ Pipefitting skills
- ❖ Ability to use hand tools
- ❖ Arc welding skills
- ❖ Cost estimating skills

Personal or Other

- ❖ Possession of a good DMV driving record
- ❖ Ability to work independently
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to provide own hand tools
- ❖ Possession of a reliable vehicle

Basic Skills

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Computer Aided Design (CAD)

For Career Advancement

- ❖ Job knowledge
- ❖ Organizational skills
- ❖ Technical aptitude
- ❖ Interpersonal skills
- ❖ Leadership
- ❖ Work ethic
- ❖ Technical ability

New Skills

- ❖ Mathematics
- ❖ Journeyman classes for new technology
- ❖ Knowledge of new tools
- ❖ Computer skills

Production Inspectors, Testers, Graders, Sorters, Samplers & Weighers

Employers: 15 ❖ Employees: 164

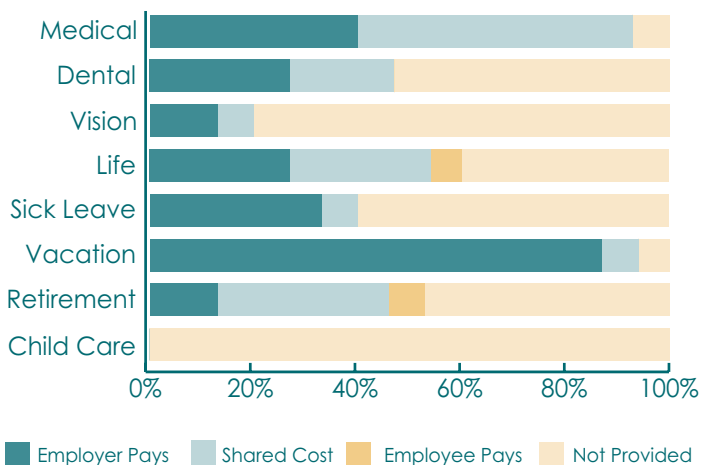
Production Inspectors, Testers, Graders, Sorters, Samplers, and Weighers inspect, test, grade, sort, sample, or weigh non-agricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during, or after processing.

Alternate Job Titles: Final Inspectors, Quality Control Inspectors, Inspectors, and In-Process Inspectors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$11.99	\$7.25
New Hires, Experienced	\$7.75 - \$21.50	\$11.00
3+ Years With Firm	\$9.00 - \$23.65	\$13.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,210 - 5,560

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **6.7%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 60% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electronic Components and Accessories
Miscellaneous Plastic Products

RECRUITMENT METHODS

Newspaper Ads	53%
Employee Referrals	53%
Walk-In Applicants	53%
Internet	27%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **8.4%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 100% of employees work full time for an average of 43 hours per week.
- ❖ 100% of employers have a day shift, 27% of employers have a swing shift, and 20% of employers have a graveyard shift.
- ❖ Emerging occupations include Robotic Engineering.
- ❖ 36% of the employees are female, and 64% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (73%) employers report they will not accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. **Almost all (87%)** employers require previous work experience and **almost all (80%)** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Quality Control Technician/Technology.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate circuit test equipment
- ❖ Ability to read blueprints
- ❖ Ability to calculate weights and measurements
- ❖ Ability to operate inspection equipment
- ❖ Ability to read schematics

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Good vision
- ❖ Willingness to work nights, weekends, and holidays
- ❖ Ability to work independently
- ❖ Willingness to travel
- ❖ Ability to tolerate noise and dust
- ❖ Possession of good color perception
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ AutoCAD
- ❖ Master CAM

For Career Advancement

- ❖ Works well with others
- ❖ Mechanical skills
- ❖ Math skills
- ❖ Good communication skills
- ❖ Continued education and training
- ❖ Hard worker
- ❖ Knowledge of machinery
- ❖ Ability to work in a fast paced environment
- ❖ Enthusiasm and a positive attitude

New Skills

- ❖ Understanding mechanical blueprints
- ❖ Updated programming skills

Radiologic Technologists

Employers: 15 ❖ Employees: 94

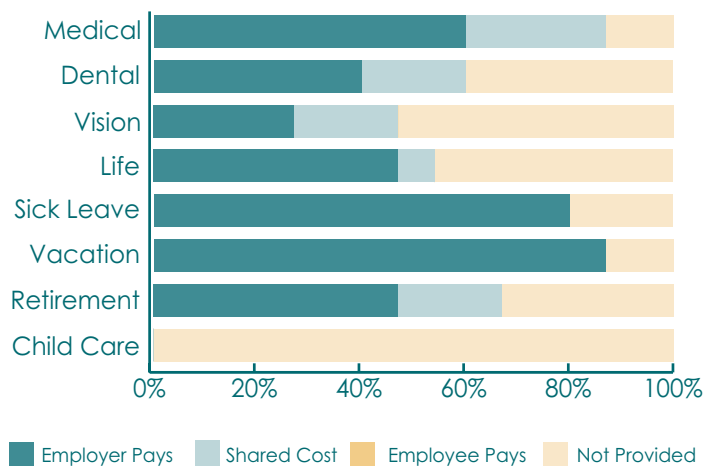
Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients' blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computerized tomography, ultrasound, and magnetic resonance, and those whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Alternate Job Titles: X-ray Technicians, MRI Techs, CAT Scanners, Radiologic Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.89 - \$18.41	\$15.50
New Hires, Experienced	\$12.95 - \$28.77	\$17.00
3+ Years With Firm	\$13.50 - \$33.56	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 750 - 830

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **10.7%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Medical and Dental Laboratories

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	47%
Colleges	33%
School Referrals	20%
Internet	20%

SUPPLY & DEMAND

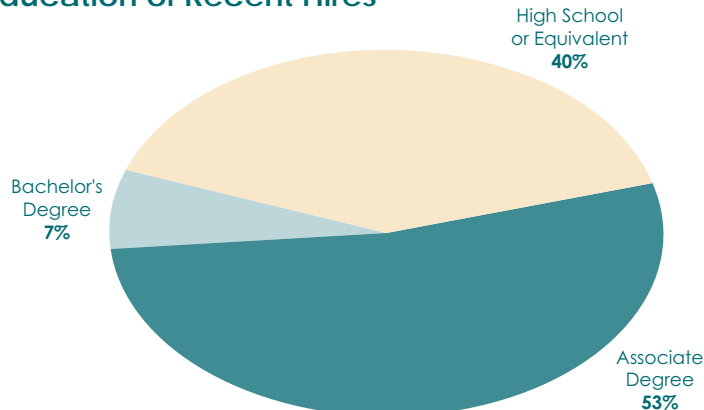
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **8.0%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 73% of employees work full time for an average of 40 hours per week. 6% of employees work part-time for an average of 21 hours per week. 21% of employees work temporary or on-call for an average of 20 hours per week.
- ❖ Emerging occupations include X-Ray Digital Imaging.
- ❖ 51% of the employees are female, and 49% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is required. **Some** employers require previous work experience and **most** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Radiological Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to use film developing equipment
- ❖ Ability to follow fluoroscopic imaging procedures
- ❖ Record keeping skills
- ❖ Knowledge of medical terminology
- ❖ Ultrasound scanning skills
- ❖ CT scanning skills
- ❖ Ability to follow safe equipment operating practices
- ❖ Ability to apply transferring techniques to moving patients
- ❖ Ability to take vital signs
- ❖ Ability to administer magnetic resonance imaging
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to work under pressure
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Interpersonal and communication skills
- ❖ Management skills
- ❖ Analytical skills
- ❖ Knowledge of charting
- ❖ Basic medical knowledge
- ❖ Basic computer skills

License

- ❖ Possession of a State Certified Radiologic Technologist certificate

Receptionists & Information Clerks

Employers: 15 ❖ Employees: 35

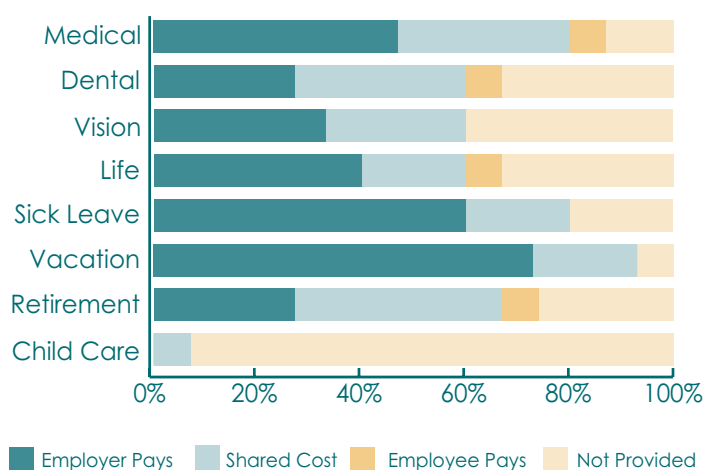
Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

Alternate Job Titles: Front Office Receptionists, and Front Line Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$7.30
New Hires, Experienced	\$8.00 - \$13.56	\$10.00
3+ Years With Firm	\$10.00 - \$16.10	\$12.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 17,010 - 20,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **19.2%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 100% Grow - 0%

Projected Next 24 Months

Decline - 7% Remain Stable - 73% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Medical Offices, Clinics and Hospitals
Mortgage Bankers and Brokers

RECRUITMENT METHODS

Newspaper Ads	73%
Employee Referrals	60%
Internet	33%
Private Employment Agencies	13%

SUPPLY & DEMAND

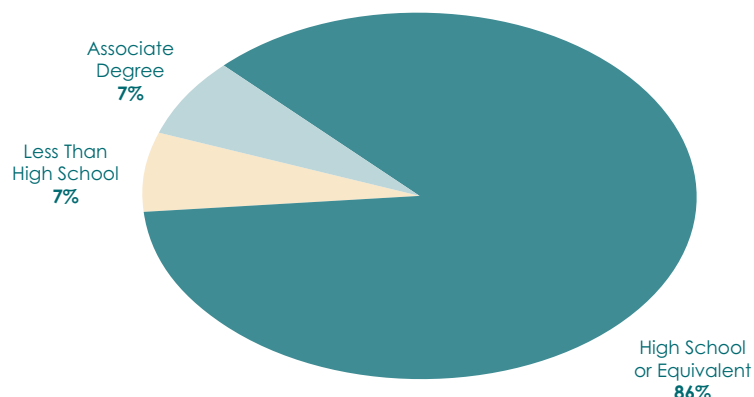
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **100.0%**.

WORK PATTERNS

- ❖ 73% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 89% of employees work full time for an average of 40 hours per week. 11% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers surveyed have a day shift and 7% have a swing shift.
- ❖ 97% of the employees are female, and 3% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all (88%) employers report they will not accept training in lieu of experience. **Almost all (87%)** employers report that technical or vocational training is not required. **Many (53%)** employers do require previous work experience and **most (75%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include General Office Occupations, Clerical Services and Computer Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ Ability to write effectively
- ❖ Ability to type at least 45 wpm
- ❖ Alphabetic and numeric filing skills
- ❖ Bookkeeping skills
- ❖ Ability to operate a multi-line command phone center
- ❖ Ability use word processing software

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Customer service skills
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Computer skills
- ❖ Professional appearance and demeanor
- ❖ Dependability and good attendance
- ❖ Interpersonal and communication skills
- ❖ Writing skills
- ❖ College education
- ❖ Multi-task oriented
- ❖ Telephone skills

New Skills

- ❖ Bilingual

Registered Nurses

Employers: 15 ❖ Employees: 1,323

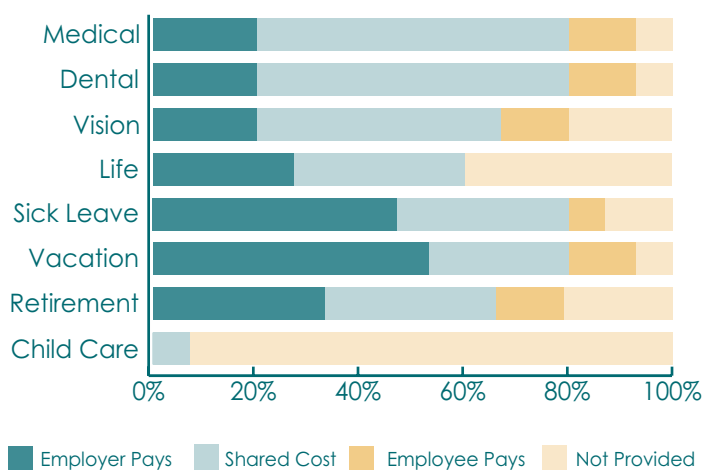
Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Alternate Job Titles: Charge Nurses, Staff Nurses, Nurse Managers, Case Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$18.00 - \$19.00	\$18.25
New Hires, Experienced	\$15.00 - \$25.00	\$20.25
3+ Years With Firm	\$21.00 - \$30.00	\$23.25

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

12,180 - 13,650

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **12.1%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 0% Remain Stable - 47% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals
Nursing and Personal Care Facilities

RECRUITMENT METHODS

Newspaper Ads	87%
Walk-In Applicants	80%
Employee Referrals	73%
Internet	20%
School Referrals	13%
In-House Promotion	7%
Trade Journals	7%

SUPPLY & DEMAND

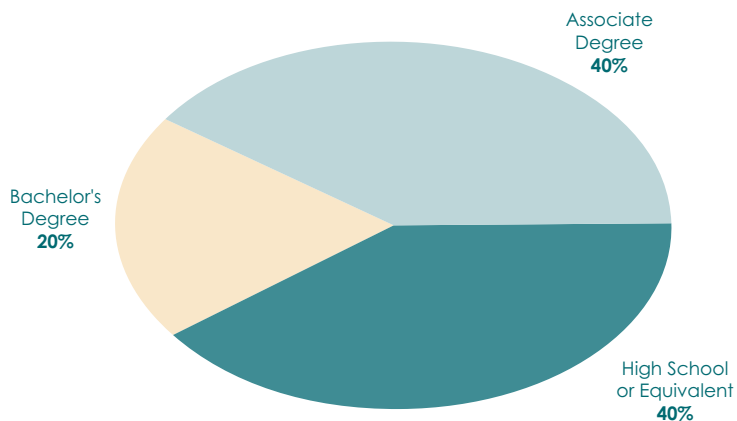
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **25.6%**.

WORK PATTERNS

- ❖ 80% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 62% of employees work full time for an average of 38 hours per week. 37% of employees work part-time for an average of 19 hours per week. 1% of employees work temporary or on-call.
- ❖ 83% of the employees are female, and 17% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



All employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Most** employers require previous work experience and **almost all** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Nursing Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Intensive care treatment skills
- ❖ Ability to administer an electro-cardiograph (EKG) test
- ❖ Ability to apply transferring techniques moving patients
- ❖ Ability to provide personal services to patients
- ❖ Record keeping skills
- ❖ Ability to write effectively
- ❖ Ability to plan and organize the work of others

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work under pressure
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word and Excel

For Career Advancement

- ❖ Management skills
- ❖ Leadership
- ❖ Computer knowledge
- ❖ Critical thinking
- ❖ Assessment skills
- ❖ People skills
- ❖ Higher education
- ❖ Performance
- ❖ Team player
- ❖ Responsibility
- ❖ Language skills
- ❖ Initiative
- ❖ High level of nursing skills

New Skills

- ❖ Keeping current on standards of practice

License

- ❖ Possession of a State of California Registered Nurse license

Respiratory Care Practitioners

Employers: 15 ❖ Employees: 334

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

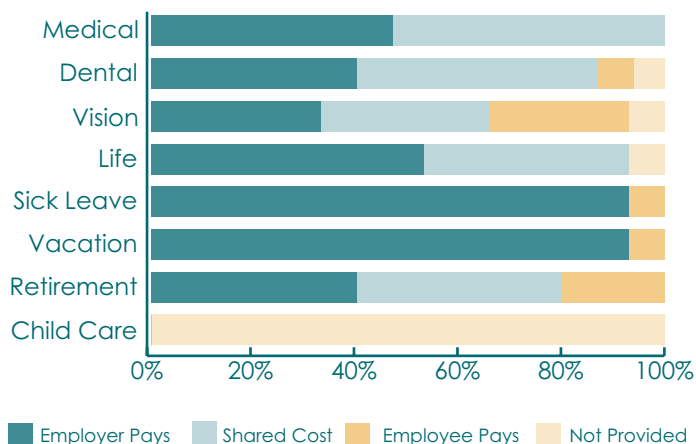
Alternate Job Titles: Respiratory Therapists and Respiratory Care Therapists I, II, III.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$14.99 - \$18.50	\$16.70
New Hires, Experienced	\$15.00 - \$21.00	\$18.00
3+ Years With Firm	\$16.53 - \$22.30	\$19.65

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$15.61 - \$20.50	\$19.00
New Hires, Experienced	\$16.31 - \$22.63	\$20.00
3+ Years With Firm	\$17.04 - \$22.63	\$20.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 660 - 890

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1996-2006: **34.8%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 60% Grow - 33%

Projected Next 24 Months

Decline - 7% Remain Stable - 27% Grow - 67%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Hospitals

RECRUITMENT METHODS

Newspaper Ads	47%
Employee Referrals	40%
Walk-Ins	40%
Internet	40%
School Referrals	33%

SUPPLY & DEMAND

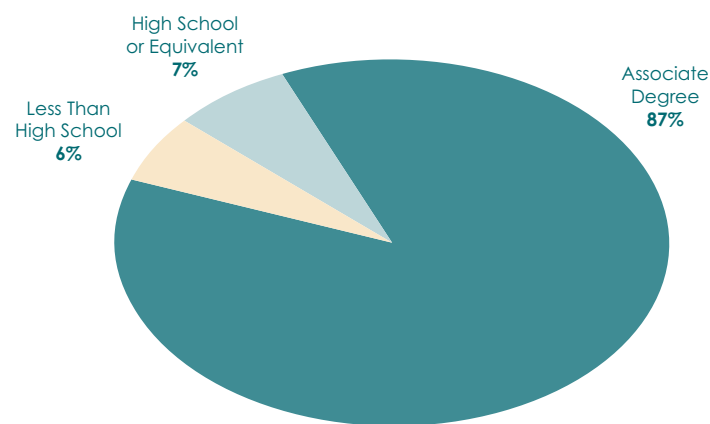
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **19.4%**.

WORK PATTERNS

- ❖ 100% of employers promote.
- ❖ 80% of employers surveyed are non-union.
- ❖ 70% of employees work full time for an average of 37 hours per week. 12% of employees work part time for an average of 26 hours per week. 17% of employees work temporary or on-call for an average of 16 hours per week.
- ❖ 100% of all employers have day shifts. 60% of employers have a swing shift, and 80% of employers have a graveyard shift.
- ❖ Emerging occupations include Sleep Studies Specialist.
- ❖ 47% of the employees are female, and 53% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (56%) employers report they will not accept training in lieu of experience. **Almost all (93%)** report that technical or vocational training is required. **Many (40%)** employers require previous work experience, and **almost all (89%)** employers will not accept other types of experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Respiratory Care Therapy.

Additional Resources:

- ❖ Respiratory Care Board of CA www.rcb.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a Respiratory Care Practitioner permit
- ❖ Ability to administer a pulmonary function test (PFT)
- ❖ Eligibility to become a Registered Respiratory Therapist (RRT)
- ❖ Ability to write effectively
- ❖ Possession of a Respiratory Care Practitioner (RCP) license
- ❖ Ability to administer an electro-cardiograph (EKG) test
- ❖ Ability to assist physician during bronchoscopy
- ❖ Ability to administer an electro-encephalograph (EEG) test
- ❖ Ability to perform endotracheal intubation
- ❖ Blood drawing skills
- ❖ Ability to record condition of patients
- ❖ Certified as a Registered Respiratory Therapist (RRT)

Personal or Other

- ❖ Possession of mechanical aptitude
- ❖ Ability to handle crisis situations
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Manual dexterity

Basic Skills

- ❖ Ability to follow oral instructions
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word and Excel
- ❖ Rapid Link
- ❖ Internet
- ❖ VeriTouch

For Career Advancement

- ❖ ACLS license
- ❖ Knowledge of field and equipment
- ❖ Leadership and management skills
- ❖ Bachelor's degree and continued education
- ❖ Interpersonal skills
- ❖ Good customer service and patient care
- ❖ Accuracy

New Skills

- ❖ Knowledge of new technology
- ❖ Ability to work with neo-natal patients

Sales Agents - Advertising

Employers: 15 ❖ Employees: 86

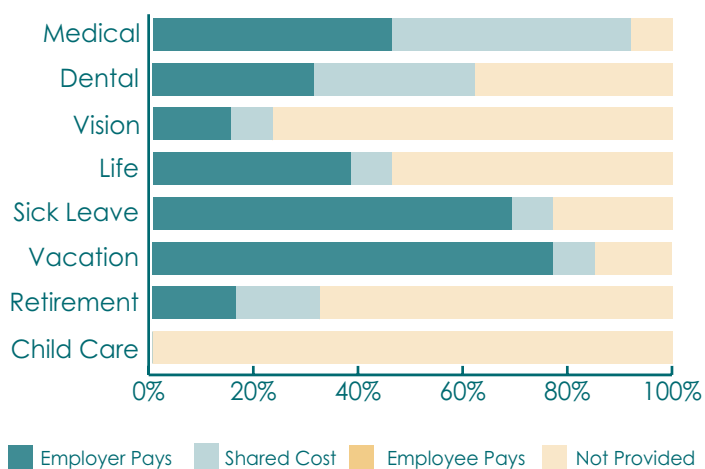
Advertising Sales Agents sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

Alternate Job Titles: Account Executives, Account Managers, Account Supervisors, Account Representatives, and Marketing Directors.

WAGES & BENEFITS

Full & Part-Time Wages*	Range	Median
New Hires, Inexperienced	\$9.59 - \$19.18	\$12.00
New Hires, Experienced	\$9.59 - \$25.65	\$13.42
3+ Years With Firm	\$11.51 - \$48.00	\$19.18
*Employers reporting only commission wages are included in Wage Range and Median.		

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,360 - 1,930

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **41.9%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **13%** Remain Stable - **40%** Grow - **47%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **60%** Grow - **40%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Newspapers and Magazines
Radio and Television Broadcasting

RECRUITMENT METHODS

Newspaper Ads	67%
Employee Referrals	67%
Internet	27%
Colleges/Universities	20%

SUPPLY & DEMAND

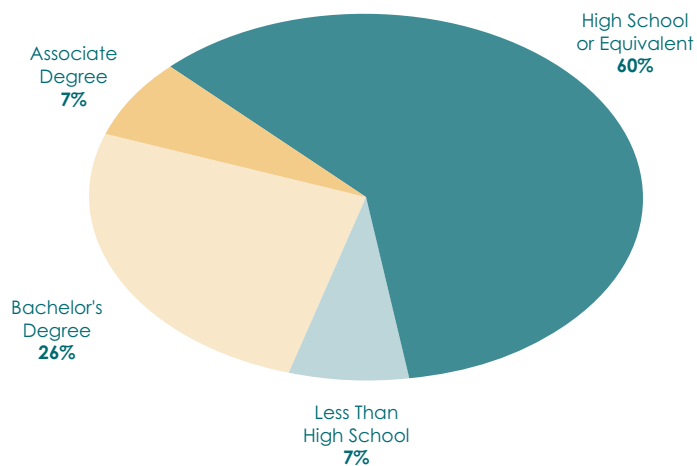
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **42.7%**.

WORK PATTERNS

- ❖ 53% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 90% of employees work full time for an average of 41 hours per week. 10% of employees work part-time for an average of 26 hours per week.
- ❖ 100% of employers have a day shift. 7% of employers have a swing shift.
- ❖ 40% of the employees are female, and 60% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Many (40%)** employers require previous work experience and **most (70%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Advertising and Computers.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Ability to apply sales techniques
- ❖ Ability to analyze and use market research data and reports
- ❖ Record keeping skills
- ❖ Verbal presentation skills
- ❖ Possession of a valid driver's license
- ❖ Telephone sales skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Report writing skills
- ❖ Media advertising sales skills
- ❖ Ability to apply marketing techniques

Personal or Other

- ❖ Customer service skills
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Willingness to travel
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ File Maker Pro

For Career Advancement

- ❖ Time management skills
- ❖ Product knowledge
- ❖ Management skills
- ❖ Demonstrates initiative
- ❖ Communication skills
- ❖ Good customer service
- ❖ Tenacity and ambition

New Skills

- ❖ Internet research skills

Sales Agents - Selected Business Services

Employers: 15 ❖ Employees: 58

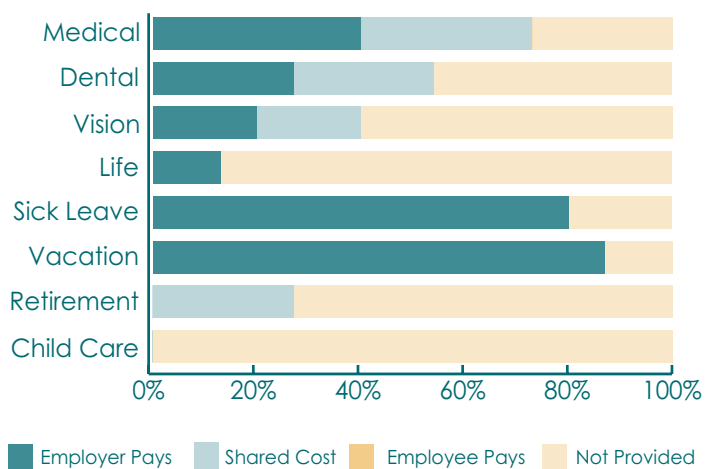
Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, book-keeping, security, printing, and storage space. Does not include sales agents who primarily sell advertising, insurance, financial, and real estate services.

Alternate Job Titles: Corporate Agents, Account Executives, Account Managers, and Brokers.

WAGES & BENEFITS

Full & Part-Time Wages*	Range	Median
New Hires, Inexperienced	\$7.00 - \$27.50	\$11.19
New Hires, Experienced	\$8.00 - \$21.58	\$13.02
3+ Years With Firm	\$8.00 - \$33.56	\$18.23
*Employer reporting only commission wages are included in Wage Range and Median.		

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 3,860 - 5,220

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **35.2%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 47% Grow - 47%

Projected Next 24 Months

Decline - 0% Remain Stable - 53% Grow - 47%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Telephone Communications
Computer and Data Processing Services

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	47%
Walk-In Applicants	33%
In-House Promotion	27%

SUPPLY & DEMAND

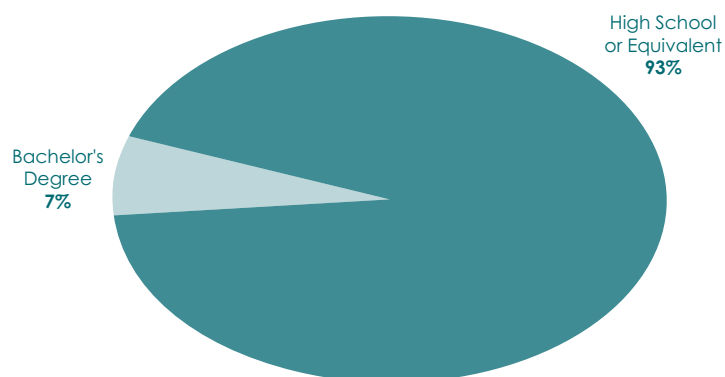
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **83.3%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 71% of employees work full time for an average of 41 hours per week. 21% of employees work part-time for an average of 24 hours per week, and 8% work temporary or on call for an average of 40 hours per week.
- ❖ 93% of employers have a day shift. 7% of employers report the shift is open.
- ❖ 52% of the employees are female, and 48% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (67%) employers report they will not accept training in lieu of experience. **Almost all (80%)** employers report that technical or vocational training is not required. **Almost all (80%)** employers require previous work experience and **most (67%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Selling Skills and Sales Operations, Business Management and Marketing, and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Report writing skills
- ❖ Business math skills
- ❖ Understanding of inventory techniques
- ❖ Ability to demonstrate knowledge of specific products
- ❖ Possession of a valid driver's license
- ❖ Ability to apply sales techniques
- ❖ Record keeping skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Telephone sales skills
- ❖ Ability to write effectively
- ❖ Verbal presentation skills

Personal or Other

- ❖ Public contact skills
- ❖ Possession of a good DMV driving record
- ❖ Possession of a reliable vehicle
- ❖ Ability to work independently
- ❖ Ability to work under pressure
- ❖ Willingness to travel

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Access
- ❖ Apollo

For Career Advancement

- ❖ Leadership and dependability
- ❖ Continued education
- ❖ Communication, interpersonal, and motivation skills
- ❖ Industry knowledge
- ❖ Sales ability

New Skills

- ❖ Internet use
- ❖ Keeping up with new technology

Sales Representatives - Except Retail or Scientific & Related Products & Services

Employers: 15 ❖ Employees: 152

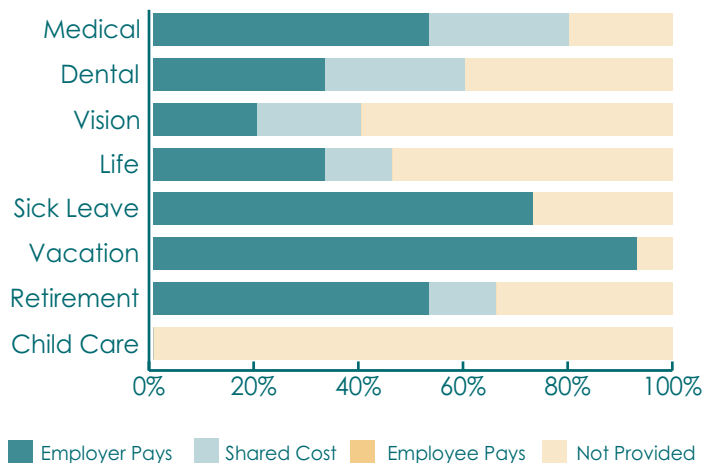
Sales Representatives, except Retail or Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

Alternate Job Titles: Outside Sales Representatives, Account Executives, Sales Representatives.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.67 - \$14.38	\$8.80
New Hires, Experienced	\$8.00 - \$24.93	\$14.38
3+ Years With Firm	\$10.00 - \$34.52	\$19.18

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

11,490 - 14,010

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **21.9%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 53% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Groceries and Related Products
Electrical Goods

RECRUITMENT METHODS

Employee Referrals	87%
Walk-In Applicants	47%
Employment Agencies	33%
Newspaper Ads	33%
In-House Promotion	20%
School Referrals	13%
Colleges	13%

SUPPLY & DEMAND

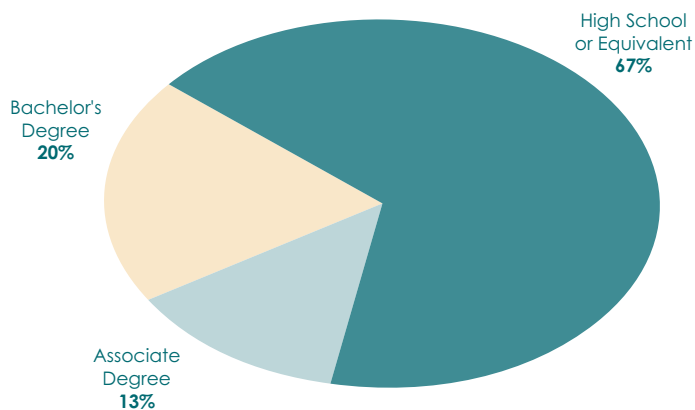
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **10.7%**.

WORK PATTERNS

- ❖ 47% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 99% of employees work full time for an average of 47 hours per week. 1% of employees work part-time for an average of 15 hours per week.
- ❖ Emerging occupations include Business Management.
- ❖ 28% of the employees are female, and 72% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include General Selling Skills.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Business math skills
- ❖ Report writing skills
- ❖ Ability to apply sales techniques
- ❖ Record keeping skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Understanding of inventory techniques
- ❖ Verbal presentation skills
- ❖ Ability to write effectively
- ❖ Ability to demonstrate knowledge of specific products

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to travel
- ❖ Ability work independently
- ❖ Possession of a good DMV driving record
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Strong selling skills
- ❖ People skills
- ❖ Knowledge of economics
- ❖ Analytical
- ❖ Leadership
- ❖ Team work
- ❖ Management ability
- ❖ Verbal communication skills

New Skills

- ❖ Computer literate
- ❖ Internet skills

License

- ❖ Possession of a valid driver's license

Sales Representatives - Scientific & Related Products & Services, Except Retail

Employers: 15 ❖ Employees: 89

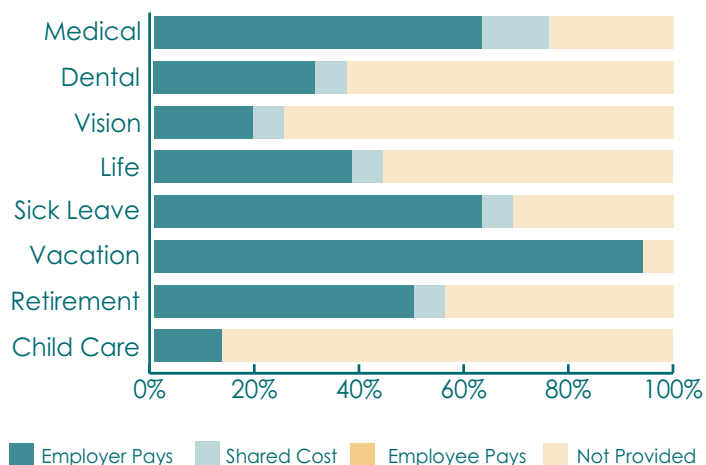
Sales Representatives, Scientific and Related Products and Services, except Retail sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. Does not include Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering.

Alternate Job Titles: Technical Sales Representatives, Sales Engineers, Account Executives, Sales Managers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$15.00	\$12.48
New Hires, Experienced	\$8.63 - \$43.00	\$17.62
3+ Years With Firm	\$11.51 - \$48.00	\$29.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

7,820 - 9,280

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **18.7%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 6% Remain Stable - 44% Grow - 50%

Projected Next 24 Months

Decline - 0% Remain Stable - 50% Grow - 50%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Professional and Commercial Equipment
Electrical Goods

RECRUITMENT METHODS

Employee Referrals	81%
Colleges	44%
Newspaper Ads	44%
Internet	38%
Walk-In Applicants	25%
Employment Agencies	25%
School Referrals	19%

SUPPLY & DEMAND

Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **13.5%**.

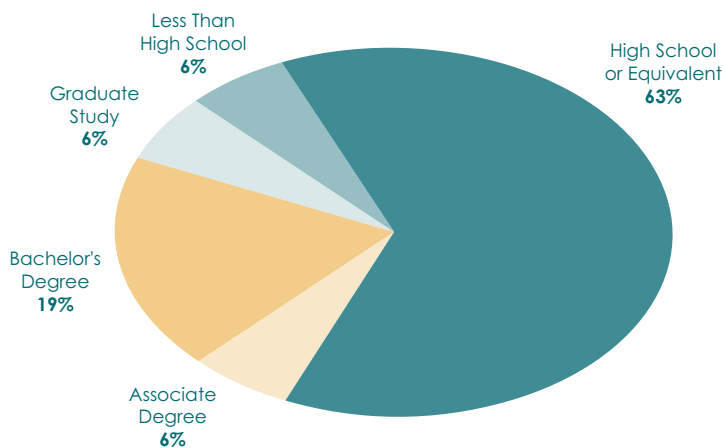


WORK PATTERNS

- ❖ 50% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 99% of employees work full time for an average of 44 hours per week. 1% of employees work part-time for an average of 32 hours per week.
- ❖ Emerging occupations include Internet Sales positions.
- ❖ 31% of the employees are female, and 69% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers require previous work experience and **almost all** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Science, Computer and Engineering Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Report writing skills
- ❖ Ability to apply sales techniques
- ❖ Record keeping skills
- ❖ Ability to prepare and arrange sales contracts
- ❖ Telephone sales skills
- ❖ Understanding of inventory techniques
- ❖ Verbal presentation skills
- ❖ Ability to perform advanced mathematical computations
- ❖ Ability to write effectively
- ❖ Ability to demonstrate knowledge of specific products

Personal or Other

- ❖ Possession of a reliable vehicle
- ❖ Willingness to travel
- ❖ Ability work independently
- ❖ Possession of a good DMV driving record
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly

Computer Software

- ❖ Word, Excel and Access
- ❖ QuickBooks
- ❖ PageMaker

For Career Advancement

- ❖ Technical skills
- ❖ Knowledge of products
- ❖ Business skills
- ❖ High sales volume
- ❖ Interpersonal skills
- ❖ Commitment to customer service

New Skills

- ❖ Computer aided design programs
- ❖ Networking
- ❖ Computer skills
- ❖ Internet skills
- ❖ Bilingual English/Japanese

License

- ❖ Possession of a valid driver's license

Salespersons - Retail, Except Vehicle Sales

Employers: 15 ❖ Employees: 398

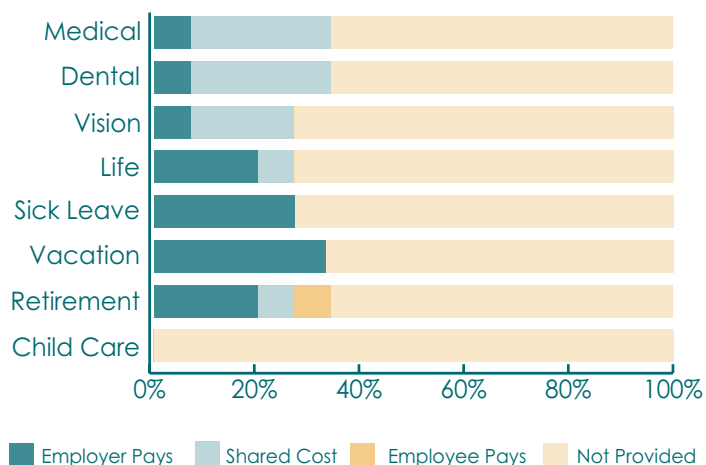
Retail Salespersons, except Vehicle Sales sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

Alternate Job Titles: Sales Clerks, Sales Assistants, Sales Associates, Customer Specialists, Retail Persons.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$5.75 - \$7.50	\$5.75
New Hires, Experienced	\$5.75 - \$8.50	\$7.00
3+ Years With Firm	\$5.75 - \$11.50	\$8.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

40,070 - 46,870

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **17.0%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 67% Grow - 33%

Projected Next 24 Months

Decline - 0% Remain Stable - 60% Grow - 40%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Department Stores
Miscellaneous Shopping Goods Stores

RECRUITMENT METHODS

Walk-In Applicants	80%
Employee Referrals	47%
Newspaper Ads	33%
In-House Promotion	13%
Internet	13%
Employment Development Dept.	7%
Colleges	7%

SUPPLY & DEMAND

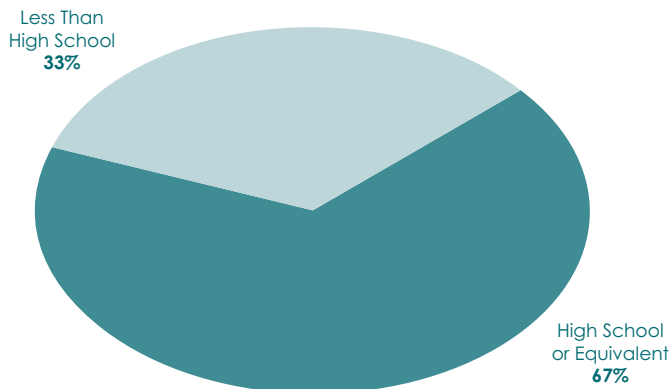
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **24.9%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 33% of employees work full time for an average of 37 hours per week. 67% of employees work part-time for an average of 27 hours per week.
- ❖ 66% of the employees are female, and 34% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Some** employers require previous work experience and **most** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include General Selling Skills.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to use a computer terminal
- ❖ Ability to operate a standard cash register
- ❖ Ability to operate a computerized cash register
- ❖ Ability to make change
- ❖ Knowledge of sales techniques
- ❖ Knowledge of inventory techniques

Physical

- ❖ Ability to lift at least 50 lbs.
- ❖ Ability to stand for prolonged periods
- ❖ Ability to meet employer grooming standards

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write effectively and legibly
- ❖ Ability to perform basic mathematical computations
- ❖ Public contact skills
- ❖ Customer service skills
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Interpersonal skills
- ❖ Motivation
- ❖ Integrity
- ❖ Leadership
- ❖ Hard worker
- ❖ Maturity
- ❖ Responsibility

Secondary School Teachers

Employers: 15 ❖ Employees: 4,597

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

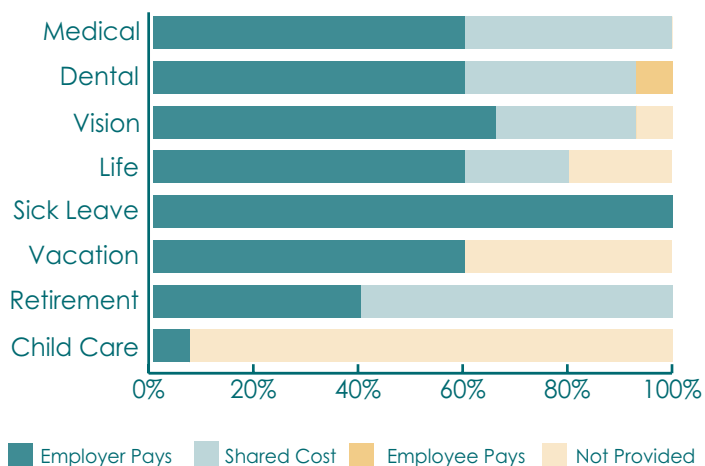
Alternate Job Titles: Teachers, High School Teachers, and Faculty.

WAGES & BENEFITS

Non-Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$10.23 - \$14.38	\$13.42
New Hires, Experienced	\$10.23 - \$16.78	\$14.38
3+ Years With Firm	\$11.19 - \$19.18	\$15.34

Union, Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$16.40 - \$22.53	\$18.58
New Hires, Experienced	\$16.40 - \$22.36	\$19.88
3+ Years With Firm	\$18.67 - \$31.67	\$24.45

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 9,860 - 12,130

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **23.0%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 33% Grow - 67%

Projected Next 24 Months

Decline - 27% Remain Stable - 53% Grow - 20%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Middle and High Schools, Public and Private

RECRUITMENT METHODS

Colleges/Universities	73%
Internet	67%
Walk-In Applicants	33%
Job Fairs	27%
Employee Referrals	27%

SUPPLY & DEMAND

Employers report it is N/A to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **8.8%**.



WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 60% of employers surveyed are union.
- ❖ 97% of employees work full time for an average of 38 hours per week. 3% of employees work part-time for an average of 22 hours per week.
- ❖ 100% of employers surveyed have a day shift.
- ❖ 53% of the employees are female, and 47% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (60%) employers report they will accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is not required. No employers require previous work experience, but **some (33%)** prefer previous work experience. **Most (60%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Secondary Education and Teaching Courses, Science, Math, English, Music and Government.

Additional Resources:

- ❖ CA Comm. on Teacher Credentialing www.ctc.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Possession of a State teacher's certificate
- ❖ Problem solving skills
- ❖ Record keeping skills
- ❖ Ability to perform advanced mathematical computations
- ❖ Ability to administer emergency first aid
- ❖ Classroom management skills
- ❖ Supervisory skills
- ❖ Ability to write effectively
- ❖ Audiovisual teaching skills

Personal or Other

- ❖ Understanding of a variety of cultures
- ❖ Ability to work independently
- ❖ Ability to exercise patience
- ❖ Possession of a clean police record
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Internet
- ❖ Student Administrative Software (SASI)

For Career Advancement

- ❖ Continuing education
- ❖ Administrative credential
- ❖ Interpersonal skills
- ❖ Management and leadership skills
- ❖ Good teaching skills

New Skills

- ❖ CLAD Agreement
- ❖ Bilingual
- ❖ New teaching methods
- ❖ Computer knowledge and ability to learn technology
- ❖ Awareness of potential violence problems

Secretaries - Except Legal & Medical

Employers: 15 ❖ Employees: 38

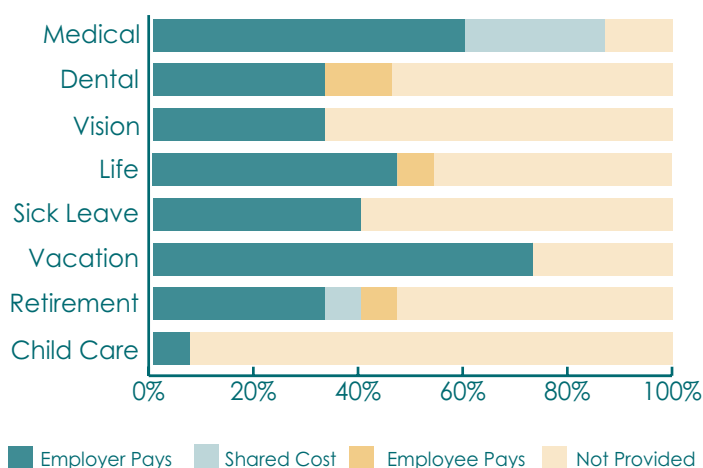
Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Alternate Job Titles: Office Managers, Administrative Assistants.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$8.00 - \$14.00	\$9.00
New Hires, Experienced	\$8.00 - \$14.38	\$11.99
3+ Years With Firm	\$12.00 - \$20.00	\$15.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 21,010 - 22,080

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **5.1%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 13% Remain Stable - 74% Grow - 13%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools
Colleges and Universities
Engineering and Architectural Services

RECRUITMENT METHODS

Newspaper Ads	87%
Employee Referrals	67%
Walk-In Applicants	33%
Employment Agencies	20%
Internet	20%

SUPPLY & DEMAND

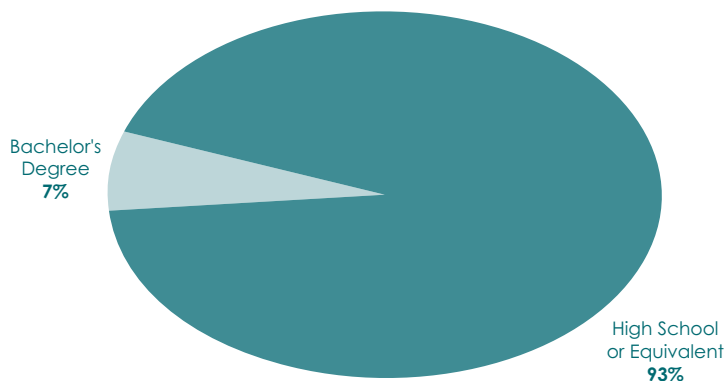
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **8.6%**.

WORK PATTERNS

- ❖ 33% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 95% of employees work full time for an average of 40 hours per week. 5% of employees work part-time for an average of 20 hours per week.
- ❖ 61% of the employees are female, and 39% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Most** employers require previous work experience and **almost all** employers will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer Courses, Administrative Assistant and Clerical Services.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Alphabetic and numeric filing skills
- ❖ Ability to type at least 60 wpm
- ❖ Proofreading skills
- ❖ Ability to operate a transcribing machine
- ❖ Ability to follow billing procedures
- ❖ Ability to take dictation at 100 wpm or more
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to use spreadsheet software
- ❖ Ability to use word processing software
- ❖ Ability to maintain an appointment calendar

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ QuickBooks
- ❖ FileMaker

For Career Advancement

- ❖ Computer skills
- ❖ Initiative
- ❖ Public relations and interpersonal skills
- ❖ Writing skills
- ❖ Patience

New Skills

- ❖ Knowledge of payroll and human resources

Special Education Teachers

Employers: 15 ❖ Employees: 741

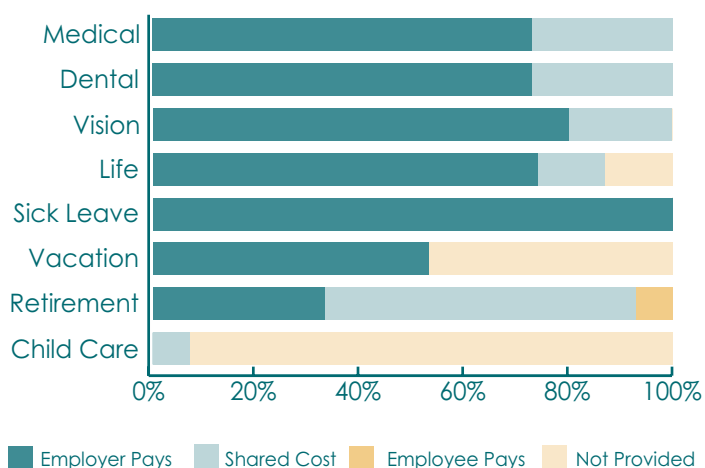
Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Alternate Job Titles: Resource Specialists, Inclusion Specialists, and Special Ed Teachers.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$14.38 - \$22.11	\$19.50
New Hires, Experienced	\$14.38 - \$26.77	\$19.88
3+ Years With Firm	\$14.38 - \$31.90	\$23.97

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Medium: 2,860 - 3,740

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.8%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **6%** Remain Stable - **47%** Grow - **47%**

Projected Next 24 Months

Decline - **7%** Remain Stable - **60%** Grow - **33%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Elementary and Secondary Schools

RECRUITMENT METHODS

Colleges/Universities	86%
Internet	71%
Job Fairs	36%
Newspaper Ads	21%

SUPPLY & DEMAND

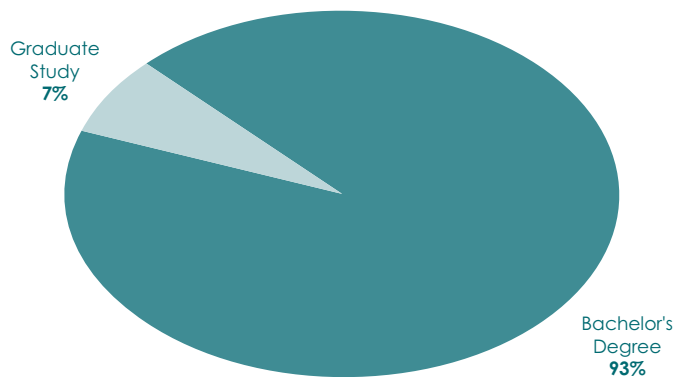
Employers report it is **not difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **11.8%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 80% of employers surveyed are union.
- ❖ 96% of employees work full time for an average of 38 hours per week. 4% of employees work part-time for an average of 20 hours per week.
- ❖ 100% of employers surveyed have a day shift.
- ❖ 68% of the employees are female, and 32% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (50%) employers report they will accept training in lieu of experience. **Many (53%)** employers report that technical or vocational training is required. **Most (73%)** employers do not require previous work experience and **most (75%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Special Education and General Teaching.

Additional Resources:

- ❖ CA Comm. on Teacher Credentialing www.ctc.ca.gov
- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to write effectively
- ❖ Sign language
- ❖ Ability to read Braille
- ❖ Ability to read lips
- ❖ Ability to teach physical education
- ❖ Ability to use a computer as a teaching tool
- ❖ Ability to plan and organize training programs
- ❖ Classroom management skills

Personal or Other

- ❖ Imagination and creativity
- ❖ Ability to exercise patience
- ❖ Ability to work independently
- ❖ Ability to maintain classroom discipline
- ❖ Ability to handle crisis situations

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Access

For Career Advancement

- ❖ Continuing education
- ❖ Organizational skills
- ❖ Counseling credential
- ❖ Administrative credential
- ❖ Leadership skills
- ❖ Management skills
- ❖ Communication skills

License

- ❖ Education Specialist Instruction Credential

New Skills

- ❖ CLAD Agreement
- ❖ Bilingual

Stock Clerks - Sales Floor

Employers: 18 ❖ Employees: 125

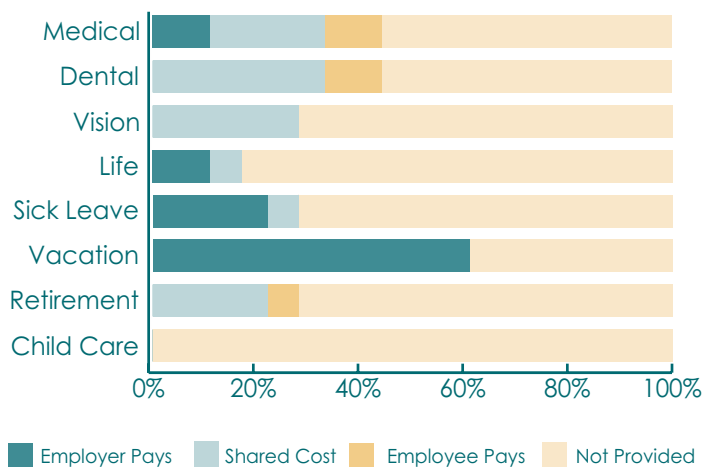
Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

Alternate Job Titles: Sales Associates, Grocery Clerks, Merchandise Processing Team Members, and Clerks.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$7.00
New Hires, Experienced	\$6.75 - \$10.00	\$7.75
3+ Years With Firm	\$6.75 - \$14.00	\$9.75

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 13,640 - 14,510

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **6.4%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 78% Grow - 22%

Projected Next 24 Months

Decline - 11% Remain Stable - 44% Grow - 44%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Department Stores
Grocery Stores

RECRUITMENT METHODS

Walk-Ins	89%
Employee Referrals	61%
Newspaper Ads	28%
In-House Promotion	17%

SUPPLY & DEMAND

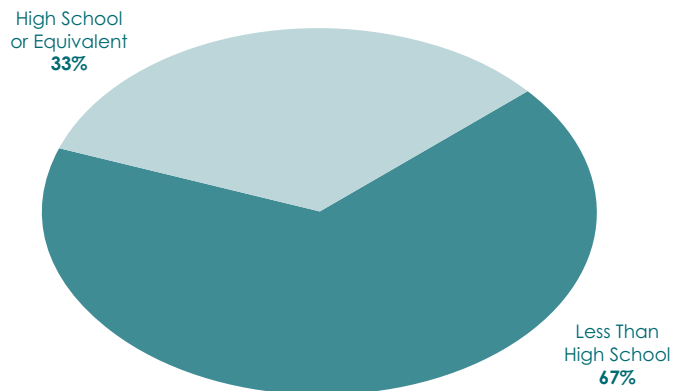
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **31.9%**.

WORK PATTERNS

- ❖ 61% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 54% of employees work full time for an average of 40 hours per week. 46% of employees work part-time for an average of 21 hours per week.
- ❖ 89% of employers surveyed have a day shift, 72% have a swing shift, and 33% have a graveyard shift.
- ❖ 28% of the employees are female, and 72% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (67%) employers report they will accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (67%)** employers do not require previous work experience and **almost all (83%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Retailing and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate a fork lift
- ❖ Understanding of inventory techniques
- ❖ Bondable
- ❖ Cash handling skills
- ❖ Record keeping skills

Physical

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Oral communication skills
- ❖ Ability to follow oral instructions

Computer Software

- ❖ Database

For Career Advancement

- ❖ Good work ethic and performance
- ❖ Knowledge of industry and products
- ❖ Responsible, honest, and reliable
- ❖ Ability to work independently
- ❖ Ability to work well with others

New Skills

- ❖ Database, e-mail and scanner skills

Stock Clerks - Stockroom, Warehouse, Storage Yard

Employers: 15 ❖ Employees: 111

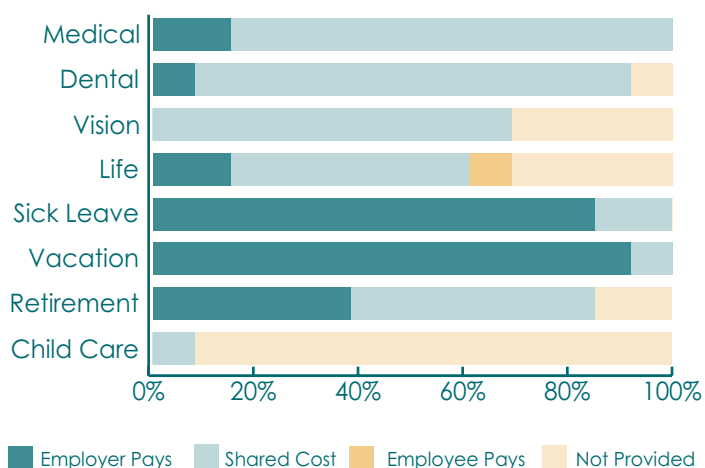
Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Alternate Job Titles: Parts Distribution Center Processors, Warehouse Employees, Merchandising Product Specialists, and Backroom Team Members.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$8.00	\$7.00
New Hires, Experienced	\$6.75 - \$10.00	\$7.70
3+ Years With Firm	\$7.00 - \$15.00	\$10.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Very Large: 10,050 - 11,900

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **18.4%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 80% Grow - 20%

Projected Next 24 Months

Decline - 7% Remain Stable - 40% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Department Stores

RECRUITMENT METHODS

Employee Referrals	73%
Walk-Ins	60%
In-House Promotion	33%
Internet	20%

SUPPLY & DEMAND

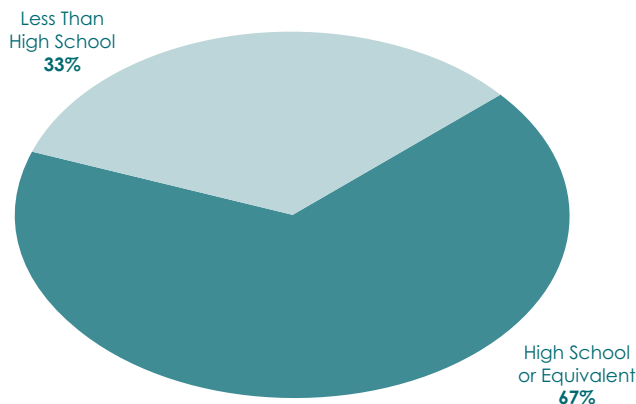
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **63.2%**.

WORK PATTERNS

- ❖ 87% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 67% of employees work full time for an average of 39 hours per week. 33% of employees work part-time for an average of 22 hours per week.
- ❖ 93% of employers surveyed have a day shift, 13% have a swing shift, and 7% have a graveyard shift.
- ❖ 37% of the employees are female, and 63% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (71%) employers report they will not accept training in lieu of experience. **Almost all (93%)** employers report that technical or vocational training is not required. **Many (53%)** employers do not require previous work experience and **most (71%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Retailing and Retail Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Understanding of inventory techniques
- ❖ Labeling skills
- ❖ Ability to operate a forklift
- ❖ Ability to stock shelves
- ❖ Possession of a valid Class B driver's license

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to lift at least 50 lbs. repeatedly

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Ability to follow oral instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access

For Career Advancement

- ❖ Leadership
- ❖ Good communication skills
- ❖ Organizational skills
- ❖ Punctuality and dependability
- ❖ Good work performance

New Skills

- ❖ Computer skills

Technical Writers

Employers: 17 ❖ Employees: 72

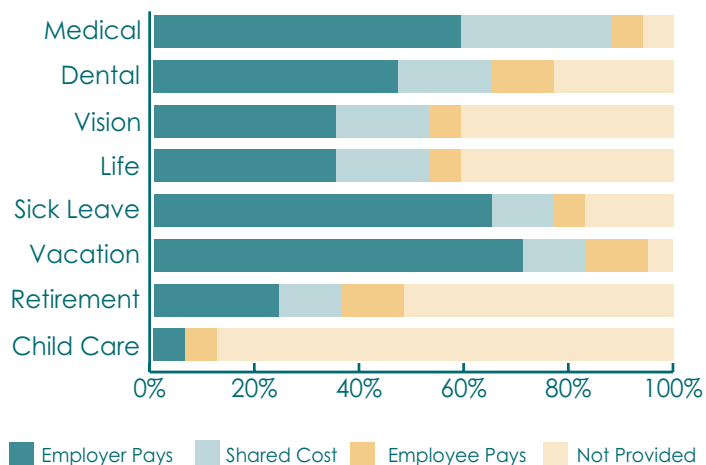
Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

Alternate Job Titles: Documentation Specialists, Documentation Managers, Tech Support.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$16.78	\$14.38
New Hires, Experienced	\$13.34 - \$25.57	\$17.26
3+ Years With Firm	\$14.58 - \$33.56	\$23.01

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 660 - 840

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **27.3%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **17%** Remain Stable - **59%** Grow - **24%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **41%** Grow - **59%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Computer and Data Processing Services
Miscellaneous Publishing

RECRUITMENT METHODS

Employee Referrals	59%
Internet	47%
Newspaper Ads	41%
Word of Mouth	29%
Employment Agencies	29%

SUPPLY & DEMAND

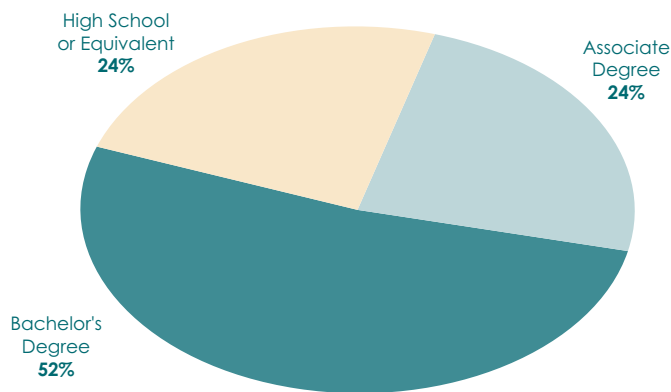
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **16.9%**.

WORK PATTERNS

- ❖ 59% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 93% of employees work full time for an average of 40 hours per week. 7% of employees work part-time for an average of 20 hours per week.
- ❖ Emerging occupations include Publishing.
- ❖ 46% of the employees are female, and 54% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience and **many** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Computer Courses, English Literature and Composition and Engineering Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to read blueprints
- ❖ Proofreading skills
- ❖ Ability to write and use technical job specifications
- ❖ Ability to write detailed technical instructions
- ❖ Ability to use graphics software
- ❖ Understanding of scientific terms
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to demonstrate knowledge of specific products
- ❖ Ability to read working drawings

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Ability to concentrate for long periods of time
- ❖ Ability to work independently
- ❖ Ability to meet deadlines
- ❖ Willingness to travel
- ❖ Ability to sit continuously for 2 or more hours

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Basic math skills
- ❖ Ability to think logically
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word, Excel, PowerPoint and Access
- ❖ Photoshop and Paint Shop Pro
- ❖ Dreamweaver and FrontPage
- ❖ Frame Maker and RoboHELP
- ❖ PageMaker

For Career Advancement

- ❖ Graphic Arts
- ❖ Knowledge of technical writing process
- ❖ Reading and writing skills
- ❖ Communication skills
- ❖ Team orientation
- ❖ Product knowledge
- ❖ Research ability
- ❖ Drawing skills in AutoCAD
- ❖ Knowledge of advertising

New Skills

- ❖ Project Management

Telephone & Cable TV Line Installers & Repairers

Employers: 16 ❖ Employees: 559

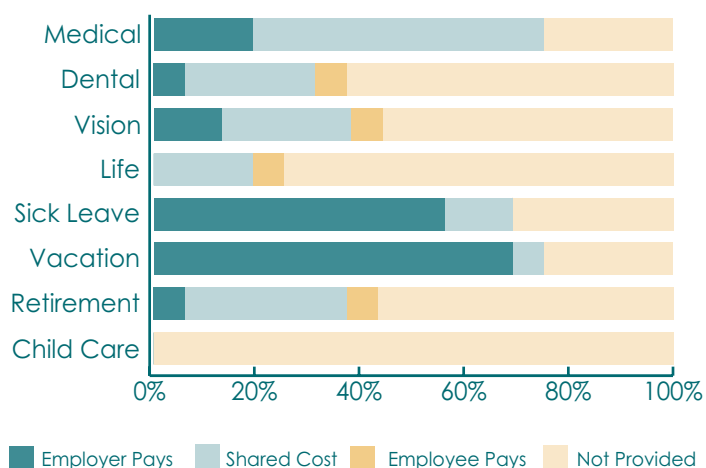
Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

Alternate Job Titles: Technicians, Utilities Installers, Service Technicians Installation & Repair, and Techs.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.75 - \$10.00	\$9.00
New Hires, Experienced	\$8.00 - \$15.00	\$12.25
3+ Years With Firm	\$12.00 - \$25.00	\$18.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,820 - 2,460

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **35.2%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - **38%** Remain Stable - **38%** Grow - **24%**

Projected Next 24 Months

Decline - **13%** Remain Stable - **56%** Grow - **31%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Electrical Work
Telephone Communication Services

RECRUITMENT METHODS

Newspaper Ads	67%
Walk-In Applicants	53%
Employee Referrals	47%
Internet	13%

SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **1.3%**.

WORK PATTERNS

- ❖ 81% of all employers promote.
- ❖ 88% of employers surveyed are non-union.
- ❖ 98% of employees work full time for an average of 40 hours per week. 2% of employees work part-time for an average of 23 hours per week.
- ❖ 100% of employers surveyed have a day shift, 31% have a swing shift, and 25% have a graveyard shift.
- ❖ 2% of the employees are female, and 98% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many (54%) employers report they will accept training in lieu of experience. **Almost all (88%)** employers report that technical or vocational training is not required. **Many (44%)** employers require previous work experience; however **some (38%)** report it is not required, but preferred. **Many (54%)** will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Communications Systems Installation and Repair Technology, Computer, Math and Electronics Courses.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to operate trenching machines
- ❖ Possession of a valid driver's license
- ❖ Problem solving skills
- ❖ Ability to implement safe work practices
- ❖ Ability to use hand tools
- ❖ Ability to apply laser technology
- ❖ Understanding of fiber optics
- ❖ Ability to read schematics
- ❖ Ability to read blueprints
- ❖ Ability to apply principles of microwave technology
- ❖ Ability to operate electric testing equipment
- ❖ Ability to use service manuals

Physical

- ❖ Ability to crawl under buildings
- ❖ Possession of good color perception
- ❖ Ability to climb poles

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Willingness to work on-call
- ❖ Ability to work independently

Basic Skills

- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Ability to read and follow instructions

Computer Software

- ❖ Word
- ❖ Excel
- ❖ AutoCAD

For Career Advancement

- ❖ Supervising skills
- ❖ Wiring skills
- ❖ Engineering skills
- ❖ Continued education
- ❖ Good work performance
- ❖ Communication skills
- ❖ Reliability, punctuality, and loyalty
- ❖ Problem solving skills

New Skills

- ❖ Wireless networking
- ❖ Knowledge of fiber optics

Tellers

Employers: 15 ❖ Employees: 2,556

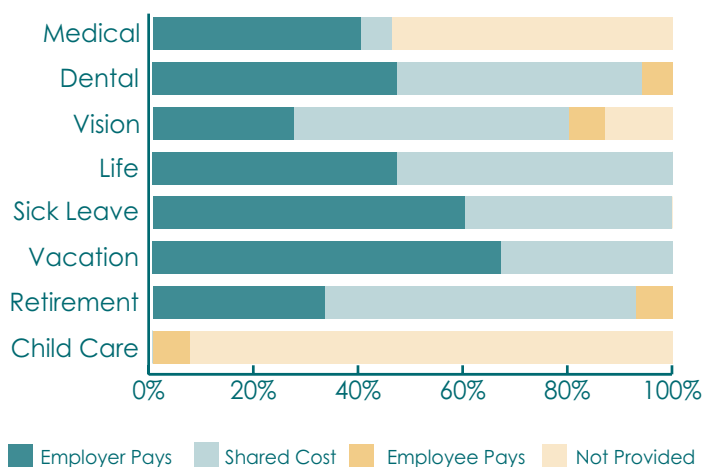
Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Alternate Job Titles: Member Services Representatives, Customer Service Tellers, Branch Service Representatives, Cashiers, Financial Sales Associates, Customer Service Representatives.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.50 - \$9.25	\$8.63
New Hires, Experienced	\$8.00 - \$11.15	\$10.00
3+ Years With Firm	\$8.50 - \$13.50	\$12.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

5,630 - 8,110

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **44.0%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 47% Grow - 53%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Commercial Banks
Savings Institutions

RECRUITMENT METHODS

Newspaper Ads	67%
Employee Referrals	67%
Colleges	40%
Walk-In Applicants	33%
Employment Agencies	27%
In-House Promotion	20%
Internet	20%

SUPPLY & DEMAND

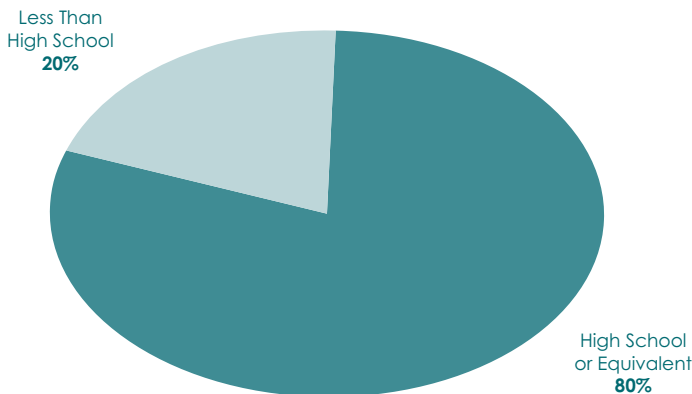
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find in-experienced applicants. The turnover rate is **68.7%**.

WORK PATTERNS

- ❖ 100% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 37% of employees work full time for an average of 40 hours per week. 59% of employees work part-time for an average of 20 hours per week. 4% of employees work temporary or on-call.
- ❖ 76% of the employees are female, and 24% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Almost all** employers report that technical or vocational training is not required. **Many** employers require previous work experience and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Banking and Financial Support Services.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Alphabetic and numeric filing skills
- ❖ Cash handling skills
- ❖ Ability to operate a 10-key adding machine by touch
- ❖ Bondable
- ❖ Ability to write effectively
- ❖ Ability to type at least 30 wpm

Physical

- ❖ Ability to stand continuously for 2 or more hours

Personal or Other

- ❖ Ability to perform routine, repetitive work
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently
- ❖ Customer service skills

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Software

- ❖ Word
- ❖ Excel

For Career Advancement

- ❖ Operational knowledge
- ❖ Product knowledge
- ❖ Service focused
- ❖ Detail oriented
- ❖ Math skills
- ❖ Verbal skills
- ❖ Sales ability
- ❖ Good cash handling skills
- ❖ Excellent interpersonal skill
- ❖ Dependable
- ❖ Good English skills
- ❖ Willingness to learn

New Skills

- ❖ Keeping up on basic PC skills
- ❖ Being up to date on banking policies and procedures

Travel Agents

Employers: 15 ❖ Employees: 224

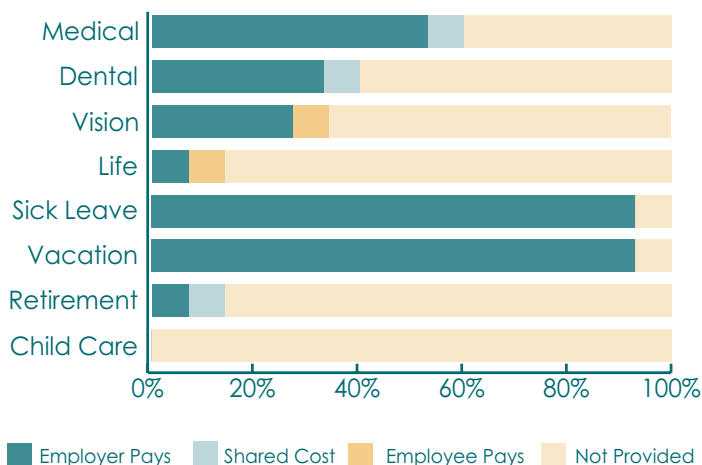
Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical areas, airplane charters, or package tours.

Alternate Job Titles: Travel Consultants and Travel Counselors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$8.05	\$6.75
New Hires, Experienced	\$7.00 - \$15.00	\$11.00
3+ Years With Firm	\$10.00 - \$21.58	\$14.38

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,680 - 2,260

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **34.5%**

Growth Rate Relative to County Average: **Much Faster Than Average**

U.S. Department of Labor Forecast: **Much Slower Than Average Nationwide**

EMPLOYMENT LEVELS

Past Year

Decline - 13% Remain Stable - 60% Grow - 27%

Projected Next 24 Months

Decline - 27% Remain Stable - 46% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Travel Agencies
Passenger Transportation Services

RECRUITMENT METHODS

Newspaper Ads	60%
Colleges	33%
Internet	27%
Trade Journals	27%
Word of Mouth	20%
Employment Agencies	20%

SUPPLY & DEMAND

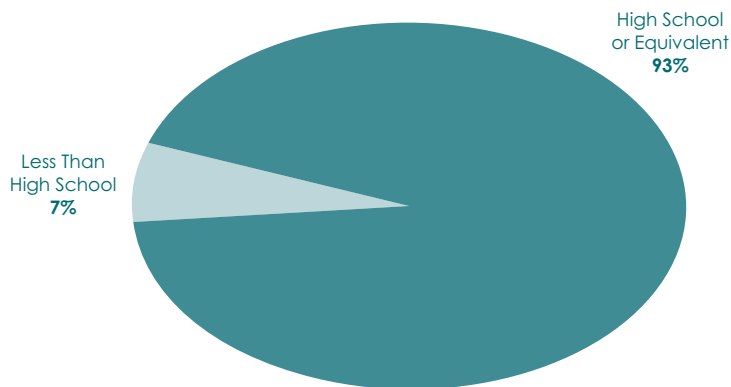
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **21.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 87% of employees work full time for an average of 40 hours per week. 13% of employees work part-time for an average of 24 hours per week.
- ❖ Emerging occupations include Travel Network Technician.
- ❖ 88% of the employees are female, and 12% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Most** employers report that technical or vocational training is required. **Almost all** employers require previous work experience and **all** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Travel Services Marketing Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Ability to type at least 30 wpm
- ❖ Ability to write effectively
- ❖ Telephone answering skills
- ❖ Ability to use Apollo and Sabre software
- ❖ Knowledge of geography

Personal or Other

- ❖ Ability to work independently
- ❖ Public contact skills
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Ability to write legibly

Computer Software

- ❖ Word
- ❖ Excel
- ❖ Access
- ❖ Sabre
- ❖ Apollo

For Career Advancement

- ❖ Customer service
- ❖ Basic computer skills
- ❖ Ambition
- ❖ Decision making skills
- ❖ Communication skills
- ❖ Geography skills
- ❖ Traveling experience

New Skills

- ❖ Airline computer systems
- ❖ Internet skills

Truck Drivers - Heavy or Tractor Trailer

Employers: 15 ❖ Employees: 256

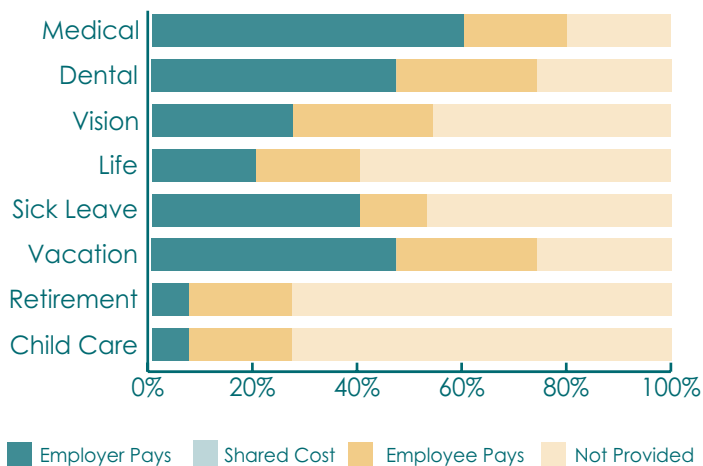
Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Alternate Job Titles: None reported.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$12.00 - \$15.00	\$13.50
New Hires, Experienced	\$10.00 - \$18.90	\$15.00
3+ Years With Firm	\$10.00 - \$22.22	\$17.26

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Large: 5,880 - 7,050

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **19.9%**

Growth Rate Relative to County Average: **Average**

EMPLOYMENT LEVELS

Past Year

Decline - **33%** Remain Stable - **34%** Grow - **33%**

Projected Next 24 Months

Decline - **0%** Remain Stable - **40%** Grow - **60%**

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Trucking and Courier Services (Except Air)
Freight Transportation Services

RECRUITMENT METHODS

Walk-In Applicants	67%
Employee Referrals	60%
Newspaper Ads	53%
Word of Mouth	27%
Internet	27%

SUPPLY & DEMAND

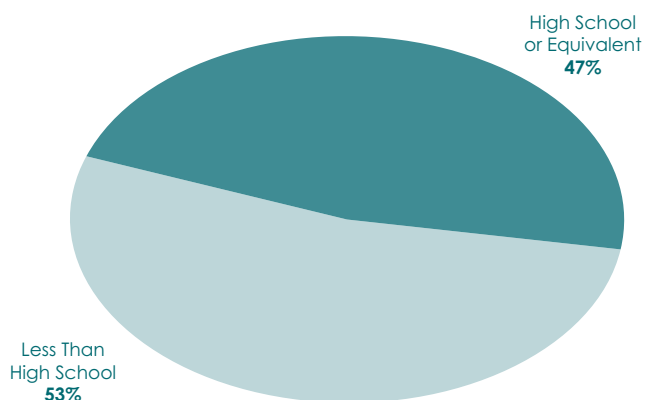
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **22.1%**.

WORK PATTERNS

- ❖ 40% of all employers promote.
- ❖ 93% of employers surveyed are non-union and 7% are union.
- ❖ 99% of employees work full time for an average of 46 hours per week. 1% of employees work part-time for an average of 20 hours per week.
- ❖ 6% of the employees are female, and 94% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Almost all employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is required. **Almost all** employers require previous work experience and **all** employers will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Truck, Bus and Other Commercial Vehicle Operator.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Record keeping skills
- ❖ Ability to read invoices
- ❖ Ability to operate a forklift
- ❖ Automotive maintenance and minor repair skills
- ❖ Ability to drive trucks long distances
- ❖ Ability to load and unload freight
- ❖ Map reading skills
- ❖ Ability to meet ICC requirements
- ❖ Knowledge of local streets

Personal or Other

- ❖ Ability to pass a pre-employment medical examination
- ❖ Ability to lift at least 75 lbs. repeatedly
- ❖ Ability to work independently
- ❖ Possession of a good DMV driving record

Basic Skills

- ❖ Basic math skills
- ❖ Ability to read and follow instructions
- ❖ Oral communication skills
- ❖ Ability to write legibly

For Career Advancement

- ❖ Responsible when driving
- ❖ Customer service
- ❖ Honesty
- ❖ Cautious with equipment
- ❖ Trustworthy
- ❖ Safety
- ❖ Awareness

Licenses

- ❖ Possession of valid Class A and Class B driver's licenses

Veterinary Assistants

Employers: 15 ❖ Employees: 66

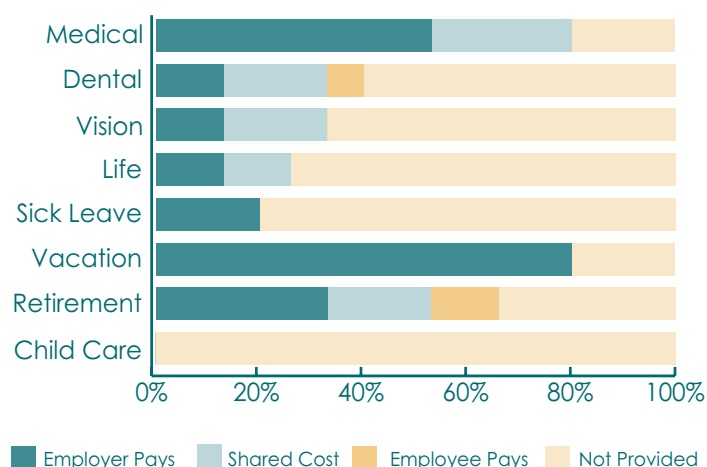
Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

Alternate Job Titles: Assistants, Technicians, Veterinary Technicians.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.50 - \$9.59	\$9.00
New Hires, Experienced	\$7.50 - \$13.00	\$10.00
3+ Years With Firm	\$11.00 - \$16.00	\$14.00

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 520 - 670

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **28.8%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 93% Grow - 7%

Projected Next 24 Months

Decline - 0% Remain Stable - 67% Grow - 33%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Veterinary Clinics and Hospitals

RECRUITMENT METHODS

Newspaper Ads	87%
Walk-In Applicants	53%
Employee Referrals	53%
Word of Mouth	20%
Internet	20%

SUPPLY & DEMAND

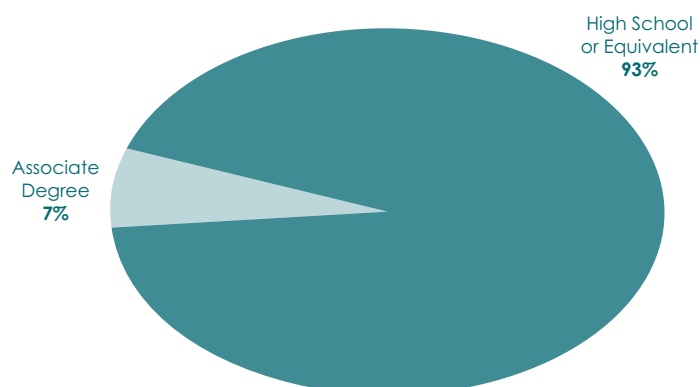
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is also **very difficult** to find inexperienced applicants. The turnover rate is **46.0%**.

WORK PATTERNS

- ❖ 67% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 64% of employees work full time for an average of 40 hours per week. 36% of employees work part-time for an average of 26 hours per week.
- ❖ Emerging occupations include Behavior Management.
- ❖ 65% of the employees are female, and 35% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **Most** employers report that technical or vocational training is not required. **Many** employers require previous work experience and will accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Veterinarian Assistant/Animal Health Technician.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to accurately record and report information
- ❖ Ability to follow feeding and handling requirements for animals
- ❖ Ability to administer medications
- ❖ Ability to apply sterilization techniques
- ❖ Ability to administer emergency first aid
- ❖ Ability to take vital signs
- ❖ Certified in animal health care
- ❖ Ability to write effectively
- ❖ Teeth cleaning and polishing skills
- ❖ Ability to follow laboratory procedures

Personal or Other

- ❖ Ability to lift at least 50 lbs. repeatedly
- ❖ Willingness to work with close supervision
- ❖ Public contact skills
- ❖ Ability to work under pressure
- ❖ Ability to work independently
- ❖ Ability to assess emergency situations and set priorities quickly

Basic Skills

- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Ability to write legibly
- ❖ Oral communication skills

Computer Skills

- ❖ Word
- ❖ Excel
- ❖ Cornerstone

For Career Advancement

- ❖ Love of animals
- ❖ Leadership skills
- ❖ Hard working
- ❖ Good communication skills
- ❖ Veterinary knowledge
- ❖ Continuing education
- ❖ Attendance at seminars

New Skills

- ❖ Laser surgery
- ❖ Ultrasound

Welders & Cutters

Employers: 15 ❖ Employees: 53

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Alternate Job Titles: Fabricators, MIG-Welders, Welder Fabricators.

SIZE OF OCCUPATION

Medium: 5,200 - 6,700

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **28.6%**

Growth Rate Relative to County Average: **Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 0% Remain Stable - 73% Grow - 27%

Projected Next 24 Months

Decline - 0% Remain Stable - 40% Grow - 60%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Motor Vehicles and Equipment
Miscellaneous Fabricated Metal Products

RECRUITMENT METHODS

Employee Referrals	80%
Newspaper Ads	67%
Word of Mouth	60%
Walk-In Applicants	40%
Employment Development Dept.	13%

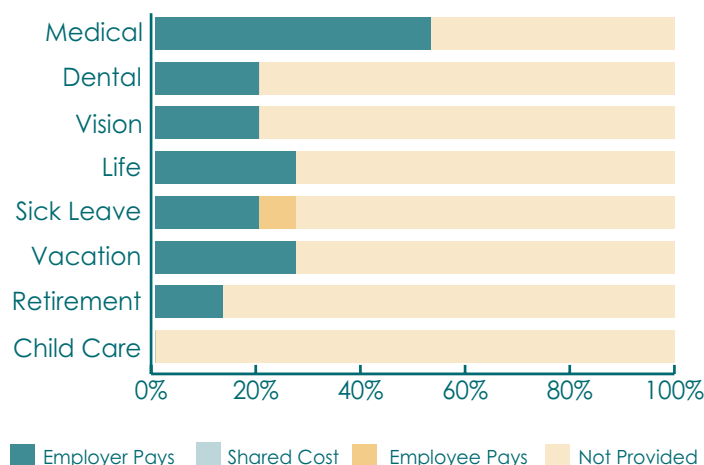
SUPPLY & DEMAND

Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is also **moderately difficult** to find inexperienced applicants. The turnover rate is **20.4%**.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	N/A	N/A
New Hires, Experienced	\$7.00 - \$15.00	\$10.00
3+ Years With Firm	\$9.00 - \$23.00	\$15.00

Fringe Benefits



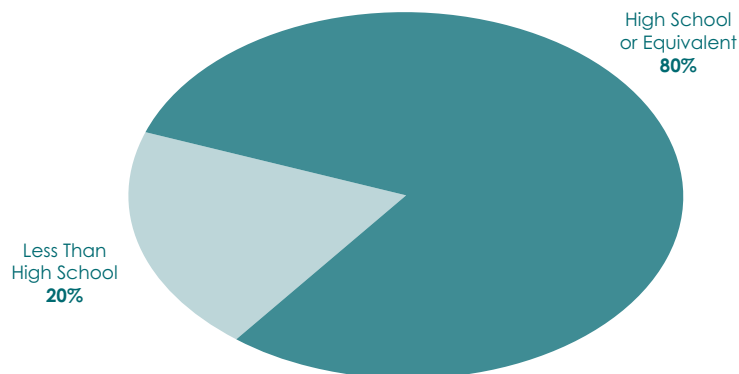
All data is based on full time employment and the percentages of employers responding to this question.

WORK PATTERNS

- ❖ 40% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 85% of employees work full time for an average of 40 hours per week. 15% of employees work part-time for an average of 27 hours per week.
- ❖ 100% of the employees are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most employers report they will not accept training in lieu of experience. **Many** employers report that technical or vocational training is not required. **Almost all** employers require previous work experience, and **most** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include Welder/Welding Technologist.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Ability to pass a work performance test
- ❖ Certified pressure vessel and pipe welder
- ❖ Ability to use precision tools
- ❖ Gas welding skills
- ❖ Arc welding skills
- ❖ Ability to operate inspection equipment
- ❖ Certified structural welder
- ❖ Ability to read blueprints
- ❖ Ability to read working drawings

Personal or Other

- ❖ Ability to work from ladders and scaffolds
- ❖ Ability to work in awkward positions
- ❖ Ability to stand continuously for 2 or more hours
- ❖ Possession of mechanical aptitude
- ❖ Willingness to work with close supervision
- ❖ Ability to work independently

Basic Skills

- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions
- ❖ Basic math skills
- ❖ Oral communication skills

For Career Advancement

- ❖ Experience
- ❖ Language communication skills
- ❖ Job knowledge
- ❖ Speed
- ❖ Accuracy
- ❖ Machinery safety
- ❖ Plasma skills
- ❖ Ability to read blueprints
- ❖ Continued education

New Skills

- ❖ Tube/metal fitting
- ❖ Welding with aluminum or titanium metals

Wholesale & Retail Buyers - Except Farm Products

Employers: 15 ❖ Employees: 71

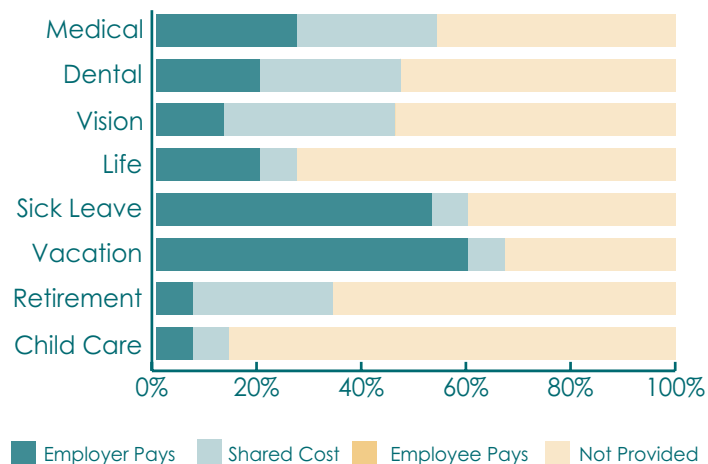
Wholesale and Retail Buyers buy merchandise or commodities (other than farm products) for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. They analyze past buying trends, sales records, and the price and quality of merchandise to determine value and yield. Buyers select, order, and authorize payment of merchandise according to contractual agreements. They may conduct meetings with sales personnel and introduce new products. Includes Assistant Buyers.

Alternate Job Titles: Purchasers, Purchasing Accountants, Brokers, Purchasing Agents and Sales Associates.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$6.25 - \$12.50	\$6.75
New Hires, Experienced	\$6.25 - \$16.78	\$11.51
3+ Years With Firm	\$7.00 - \$23.01	\$14.38

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 900 - 1,030

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **19.2%**

EDD Forecast Job Growth Rate for This Occupation 1997-2004: **14.4%**

Growth Rate Relative to County Average: **Slower Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 66% Grow - 27%

Projected Next 24 Months

Decline - 7% Remain Stable - 66% Grow - 27%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Grocery Stores
Electrical Goods, Professional and Commercial Equipment

RECRUITMENT METHODS

Employee Referrals	60%
Newspaper Ads	53%
Word of Mouth	33%
Walk-In Applicants	20%
In-House Promotion	20%

SUPPLY & DEMAND

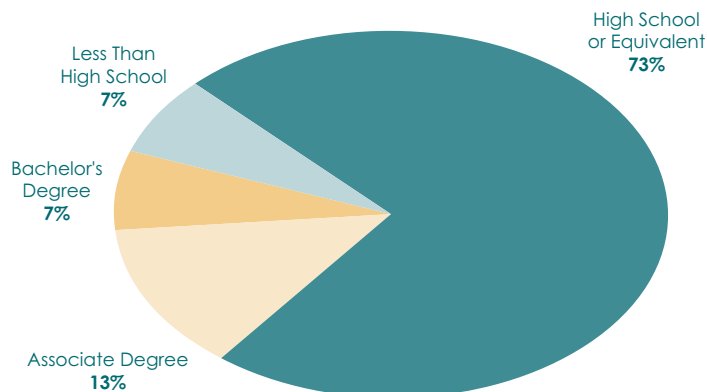
Employers report it is **very difficult** to find fully experienced and qualified applicants. It is **moderately difficult** to find inexperienced applicants. The turnover rate is **26.1%**.

WORK PATTERNS

- ❖ 60% of all employers promote.
- ❖ 100% of employers surveyed are non-union.
- ❖ 83% of employees work full time for an average of 40 hours per week. 17% of employees work part-time for an average of 27 hours per week.
- ❖ Emerging occupations include Digital Connectivity.
- ❖ 54% of the employees are female, and 46% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Many employers report they will accept training in lieu of experience. **All** employers report that technical or vocational training is not required. **Most** employers require previous work experience, and **many** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include General Retailing Operations.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Verbal presentation skills
- ❖ Ability to demonstrate knowledge of products
- ❖ Telephone answering skills
- ❖ Understanding of inventory techniques
- ❖ Knowledge of economic principles
- ❖ Record keeping skills
- ❖ Ability to follow purchasing procedures
- ❖ Supervisory skills
- ❖ Completion of marketing courses
- ❖ Business math skills
- ❖ Ability to write effectively

Personal or Other

- ❖ Ability to work independently
- ❖ Willingness to work with close supervision
- ❖ Ability to work under pressure
- ❖ Public contact skills

Basic Skills

- ❖ Oral communication skills
- ❖ Ability to write legibly
- ❖ Ability to read and follow instructions

Computer Skills

- ❖ Word, Excel, PowerPoint and Access
- ❖ QuickBooks
- ❖ 4th Dimension

For Career Advancement

- ❖ Customer management
- ❖ Product knowledge
- ❖ Computer and internet skills
- ❖ Productivity
- ❖ Math aptitude
- ❖ Organizational skills
- ❖ Interpersonal skills
- ❖ Strong verbal and written communication skills
- ❖ A team player

New Skills

- ❖ Computer skills
- ❖ Coordinating importing

License

- ❖ Possession of a valid driver's license

Writers & Editors

Employers: 15 ❖ Employees: 95

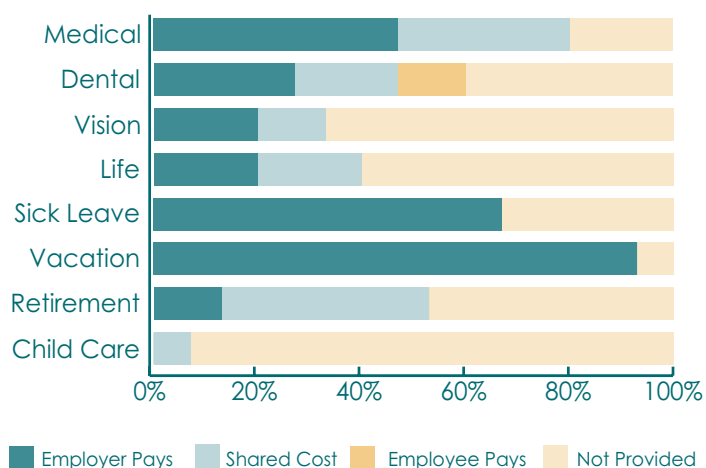
Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. Includes Managing Editors. Does not include Publicity Writers, Public Relations Specialists, and Technical Writers.

Alternate Job Titles: Staff Writers, Research Assistants, Contributing Writers, Copy Writers, Columnists, Assistant Editors, and Managing Editors.

WAGES & BENEFITS

Full & Part-Time Wages	Range	Median
New Hires, Inexperienced	\$7.00 - \$12.00	\$11.00
New Hires, Experienced	\$8.52 - \$23.97	\$14.38
3+ Years With Firm	\$8.52 - \$28.77	\$16.78

Fringe Benefits



All data is based on full time employment and the percentages of employers responding to this question.

SIZE OF OCCUPATION

Small: 1,200 - 1,570

JOB GROWTH

Orange County Average Job Growth Rate for All Occupations: **18.1%**

EDD Forecast Job Growth Rate for This Occupation 1999-2006: **30.8%**

Growth Rate Relative to County Average: **Much Faster Than Average**

EMPLOYMENT LEVELS

Past Year

Decline - 7% Remain Stable - 53% Grow - 40%

Projected Next 24 Months

Decline - 0% Remain Stable - 47% Grow - 53%

The reported percentages apply to employers responding to these questions.

WHERE THE JOBS ARE

Newspapers and Periodicals
Advertising

RECRUITMENT METHODS

Newspaper Ads	60%
Employee Referrals	40%
Walk-In Applicants	33%
Internet	27%

SUPPLY & DEMAND

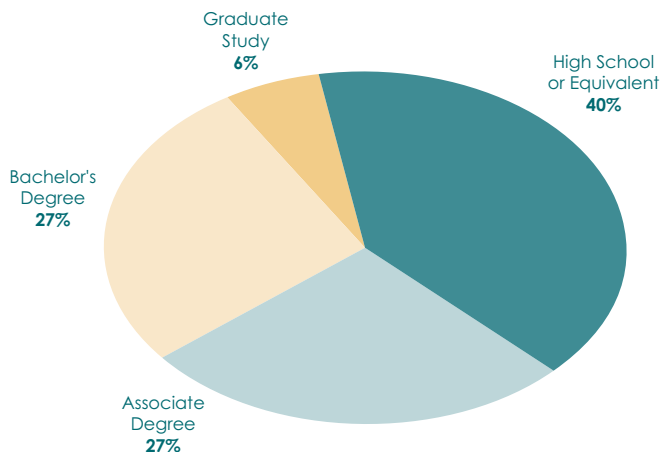
Employers report it is **moderately difficult** to find fully experienced and qualified applicants. It is **very difficult** to find inexperienced applicants. The turnover rate is **7.0%**.

WORK PATTERNS

- ❖ 93% of all employers promote.
- ❖ 93% of employers surveyed are non-union.
- ❖ 92% of employees work full time for an average of 41 hours per week. 2% of employees work part-time for an average of 20 hours per week, and 6% work temporary or on call for an average of 4 hours per week.
- ❖ 100% of employers surveyed have a day shift, 13% of employers have a swing shift, and 7% have a graveyard shift.
- ❖ 51% of the employees are female, and 49% are male.

EMPLOYER REQUIREMENTS

Education of Recent Hires



Most (73%) employers report they will not accept training in lieu of experience. **All (100%)** employers report that technical or vocational training is not required. **Most (73%)** employers do require previous work experience and **most (73%)** will not accept other types of occupational experience.

TRAINING & EDUCATION

For Training Providers in this occupation, please refer to the Training Provider Directory beginning on page 181.

Programs specific to this occupation may include English, Literature, Composition, Journalism and Computer Software.

Additional Resources:

- ❖ CA Career Resource Network www.californiacareers.info
- ❖ Orangeworks www.orangeworks.org
- ❖ I-Train www.i-train.org
- ❖ CA Regional Occupational Programs www.carocp.org

SKILLS & LICENSES

Technical

- ❖ Telephone answering skills
- ❖ English grammar, spelling, and punctuation skills
- ❖ Ability to use desktop publishing software
- ❖ Ability to use word processing software
- ❖ Ability to interview others for information
- ❖ Proofreading skills
- ❖ Investigative research skills

Personal or Other

- ❖ Willingness to work with close supervision
- ❖ Good vision
- ❖ Ability to handle crisis situations
- ❖ Public contact skills
- ❖ Ability to work under pressure
- ❖ Ability to read and comprehend quickly

Basic Skills

- ❖ Ability to write legibly
- ❖ Oral communication skills
- ❖ Basic math skills

Computer Software

- ❖ Word
- ❖ Excel
- ❖ FileMaker
- ❖ Quark XPress
- ❖ Publisher
- ❖ Photoshop

For Career Advancement

- ❖ Investigative skills
- ❖ Leadership skills
- ❖ Detail oriented
- ❖ Interpersonal skills
- ❖ Writing ability
- ❖ Management skills
- ❖ Continued education (Master's in Business Administration)
- ❖ Copy editing skills
- ❖ Ambition and enthusiasm
- ❖ Creativity

New Skills

- ❖ Internet research
- ❖ Optical character recognition
- ❖ Updated computer skills

Comparison of Average 2002 Wages by Area

These data are derived from the 2001 Occupational Employment Statistics (OES) Survey. The survey is an annual mail survey of occupational employment and wages of nonfarm employers. The survey samples approximately 35,000 establishments per year throughout California. For more information, see the Overview of the OES Survey on the Internet at [www.calmis.ca.gov/occup\\$oeswages/oestechnotes.htm](http://www.calmis.ca.gov/occup$oeswages/oestechnotes.htm).

Geographic Area	Occupations With Data	Estimated 2001 Employment	Mean Hourly Wage	Mean Annual Wage
CALIFORNIA	753	14,429,080	\$18.61	\$38,712
Bakersfield MSA	448	231,480	\$15.86	\$33,003
Chico-Paradise MSA	343	71,910	\$15.15	\$31,510
Fresno MSA	474	335,980	\$15.07	\$31,341
Imperial County	240	43,530	\$15.65	\$32,558
Los Angeles-Long Beach PMSA	654	4,073,190	\$18.13	\$37,708
Merced MSA	264	59,700	\$14.53	\$30,225
Modesto MSA	360	154,120	\$15.80	\$32,868
Mother Lode Region	338	60,020	\$15.65	\$32,552
North Coast Region	387	105,610	\$15.31	\$31,849
Northern Counties Region	402	98,100	\$15.37	\$31,967
Oakland PMSA	594	998,490	\$20.68	\$42,999
Orange County PMSA	591	1,406,900	\$18.52	\$38,503
Redding MSA	296	63,590	\$15.53	\$32,295
Riverside-San Bernardino PMSA	608	1,039,490	\$16.19	\$33,672
Sacramento PMSA	560	723,950	\$18.55	\$38,580
Salinas MSA	398	152,110	\$16.12	\$33,525
San Diego MSA	590	1,207,690	\$17.87	\$37,169
San Francisco PMSA	573	997,300	\$22.73	\$47,272
San Jose PMSA	540	950,600	\$24.20	\$50,332
San Luis Obispo-Atascadero-Paso Robles MSA	377	101,640	\$16.27	\$33,849
Santa Barbara-Santa Maria-Lompoc MSA	435	162,130	\$17.43	\$36,262
Santa Cruz-Watsonville PMSA	341	94,210	\$18.13	\$37,712
Santa Rosa PMSA	449	191,340	\$18.17	\$37,784
Southwest Central Valley Region	272	49,170	\$15.79	\$32,845
Stockton-Lodi MSA	426	197,430	\$15.98	\$33,222
Vallejo-Fairfield-Napa PMSA	421	181,480	\$18.01	\$37,478
Ventura PMSA	484	283,660	\$17.59	\$36,603
Visalia-Tulare-Porterville MSA	394	122,280	\$14.34	\$29,822
Yolo PMSA	280	88,590	\$16.55	\$34,429
Yuba City MSA	239	38,560	\$16.24	\$33,783

Source: 2001 Occupational Employment Statistics Survey
Employment Development Department
Labor Market Information Division
Phone: (916) 262-2162



Training Provider Directory

The training providers in this directory and more are included in the California Training and Education Providers (CTEP) database. This database can be accessed via the California Career Resource Network (CalCRN) web site at www.californiacareers.info. It allows searching by occupation, training program, school type, region, and other criteria. It also provides direct links to school web pages and map directions.

The Training Provider Directory in the 2002 Occupational Outlook Report has been expanded to include more information on the schools providing occupational training throughout Orange County. This directory was developed to assist local employment training personnel, job seekers, career counselors and employers to identify available training resources in Orange County.

Training Providers by Occupation	182
Training Providers by Provider Name	192

**Training providers are listed
with the following information:**

- ❖ School Name and Address
- ❖ School Telephone and Fax Numbers
- ❖ Website
- ❖ School Type
- ❖ Accreditation
- ❖ Degrees and/or Certifications Offered
- ❖ Programs Offered
- ❖ Student Services Including Financial Aid,
Job Placement, Distance Learning & Child Care

Every effort is made to ensure accuracy, however, changes do occur. It is suggested that all information be verified by contacting the school directly. The listing of training providers in this directory does not constitute approval or certification by the Orange County Workforce Investment Board, the County of Orange, or the State of California Employment Development Department.

Training Providers by Occupation

Survey Years 2000 - 2002

ACCOUNTANTS & AUDITORS: 211140

Academy for Tax Preparers
Becker Conviser CPA Review
California Tax Institute
Coastline Community College
Coastline Community College Garden Grove Center
Coastline Community College Huntington Westminster Center
Golden Gate University
Golden West College
H & R Block Tax School
Jackson Hewitt Tax School
Keller Graduate School of Management
Learning Tree University
Pacific West College of Law
Santiago Canyon College
University of Phoenix
University of Redlands
Vanguard University
William Howard Taft University

ADJUSTMENT CLERKS: 531230

Academy of Computer Technology
Allied Business Schools
Anaheim Adult Education
Bosphorous Education Center
Capistrano Unified School Dist. Community Education Prog.
Career Management Institute
Casa Real Learning Center
Central County ROP
Comp USA Training Supercenter
Garden Grove Adult Education & ROP
Kensington College
Larson Training Center
New Horizons Learning Center
Newbridge College
Newport-Mesa Adult School
Newton International College
SER/Jobs for Progress
Saddleback Valley Adult School
Santa Ana ROP Ritchey Center
Sutech Schools
T.I.D. Computer Training Center
US Technical Institute
West Orange College
Yorba Linda Continuing Education Center

AMUSEMENT & RECREATION ATTENDANTS: 680140

California State University, Fullerton
Capistrano-Laguna Beach ROP
Central County ROP - Ritchey Center
Coastline Community College
Coastline Community College Garden Grove Center
Coastline Community College Huntington Westminster Center
Coastline ROP

Concordia University
Cypress College - Continuing Education
Cypress Community College
Fullerton Community College
Golden West College
Hope International University
Irvine Valley College
Learning Tree University
North Orange County ROP
Orange Coast College
Ramona's Vocational Schools Inc.
Saddleback College
Saddleback Valley Adult School
Santa Ana College
Santiago Canyon College
Soka University - Aliso Viejo Campus
Yorba Linda Continuing Education Center

ASSEMBLERS - ELECTRICAL & ELECTRONIC EQUIPMENT - PRECISION: 931140

Alarm Communications Tech
California Institute of Customer Engineering
Garden Grove Adult Education and ROP

AUTOMOTIVE MECHANICS: 853020

A & V Technical School
Automotive Diagnostics
California Career Schools
Capistrano-Laguna Beach ROP
Central County ROP
Coastline ROP
Cypress College Continuing Education Program
Cypress Community College
DMC Automotive Training School
Fullerton Community College
Golden West College
Huntington Beach Adult School
North Orange County ROP
Saddleback College
Santa Ana College
Santa Ana ROP - Ritchey Center
Snap-On Technical Training Systems
Yorba Linda Continuing Education Center

BILL & ACCOUNT COLLECTORS: 535080

Central County ROP
Coastline Community College
Coastline Community College Extension
Garden Grove Adult Education & ROP
Irvine Valley College
North Orange County ROP
Santa Ana College
Santa Ana ROP - Ritchey Center



**BOOKKEEPING, ACCOUNTING & AUDITING CLERKS,
INCLUDING BOOKKEEPERS: 553380**

Academy of Computer Technology
 Allied Business Schools
 Capistrano Unified School Dist. Community Education Prog.
 Central County ROP
 Comp USA Training Supercenter
 E-Gate College
 Garden Grove Adult Education and ROP
 Hermandad Training Center
 Kaplan Educational Center
 Larson Training Centers
 Monterey Park College
 Orange Coast College
 Saddleback Valley Adult School
 Santa Ana ROP - Ritchey Center
 West Orange College
 Yorba Linda Continuing Education Center

CHILD CARE WORKERS: 680380

Atlantis Career College
 Capistrano-Laguna Beach ROP
 Coastline Community College Extension
 Coastline Community College
 Coastline ROP
 Cypress College Continuing Education
 Fullerton Community College
 North Orange County ROP
 Orange Coast College
 Ramona's Vocational Schools
 Santa Ana ROP - Ritchey Center

COMPUTER AIDED DESIGN (CAD) TECHNICIANS: 003362999

American Career College
 Capistrano-Laguna Beach ROP
 Career Management Institute
 CEI College
 Central County ROP
 Comp USA Training Supercenter
 Computer Education Institute
 Executive 2000, Inc.
 Executrain of Greater Los Angeles
 Golden West College
 Intercoast College
 Irvine Adult School
 Larson Training Center
 Learning Tree University
 Monterey Park College
 New Horizons Computer Learning Center
 Newport-Mesa Adult School
 Newton International College
 Reliance Software Training Center
 Saddleback College
 Saddleback Valley Adult School
 Santa Ana College
 Santa Ana ROP - Ritchey Center
 Santiago Canyon College
 Soft-Train Inc.
 Sutech Schools
 Touro University International

Tustin Adult Education
 Universal Career Institute

COMPUTER SUPPORT SPECIALISTS: 251040

Apex Infotech
 Argosy University
 California Learning Center
 California State University, Fullerton
 CEI College
 Central County ROP
 Coastline College Tech Center
 Coastline Community College
 Coastline ROP
 College of Information Technology
 Comp USA Training Supercenter
 Computer & Electronic School of Anaheim
 Computer Education Institute
 Datatrain Institute
 Executive 2000
 Executrain of Greater Los Angeles
 Golden West College
 Hi Tek Solutions
 ICTP Training Technology
 Infotec
 Institute of Network Technology
 Irvine Valley College
 ITT Technical Institute
 Keller Graduate School of Management
 Laguna Beach Adult Education
 Learning Tree University
 Monterey Park College
 National University
 Netsystems Software Training
 New Horizons Computer Learning Center
 North Orange County ROP
 Orange Coast College
 Platt College
 Saddleback College
 Saddleback Valley Adult School
 Santa Ana ROP - Ritchey Center
 Santiago Canyon College
 Smart Digital Technology
 Soft-Train Inc.
 Software Education of America, Inc.
 Touro University International
 United Education Institute
 University of California, Irvine
 University of California, Irvine Extension
 University of Phoenix
 US Technical Institute
 Vanguard University
 Webster University
 Westwood College of Technology
 Wolden Multimedia Institute
 Yorba Linda Continuing Education Center

CONCRETE & TERRAZZO FINISHERS: 873110

Fullerton Community College
 Marr Construction Management Institute
 Union Contractors License School

COOKS - RESTAURANT: 650260

Art Institute of Los Angeles - Orange Campus
International Sushi Academy
Orange County School of Culinary Arts

COOKS - SPECIALTY FAST FOOD: 650320

Art Institute of Los Angeles - Orange Campus
International Sushi Academy
Orange County School of Culinary Arts

CORRECTION OFFICERS & JAILERS: 630170

Capistrano-Laguna Beach ROP
Central County ROP
Civil Service Academy Inc.
Cypress Community College
Fullerton Community College
Santa Ana College

DATABASE ADMINISTRATORS: 251030

Argosy University
California State University, Fullerton
Capistrano Unified School Dist. Community Education Prog.
Central County ROP
Coastline Community College
Coastline Community College Huntington Westminster Center
Computer Education Institute (CEI)
Concordia University
Excel Technical College, Inc.
Gendarme Institute
Golden West College
Hi Tek Solutions, Inc.
Hope International University
Inetversity
Infotec
Irvine Valley College
Keller Graduate School of Management
Learning Tree University
MTI College
National University
New Horizons Computer Learning Center
Orange Coast College
Professional Career Institute - Irvine
Saddleback College
Santiago Canyon College
Software Education of America, Inc.
University of California, Irvine Extension
University of Phoenix
Vanguard University
Webster University
Wolden Multimedia Institute
Yorba Linda Continuing Education Center

DINING ROOM & CAFETERIA ATTENDANTS & BARTENDER HELPERS: 650140

Anaheim Adult Education
Cypress Community College
Garden Grove Adult Education & ROP
Huntington Beach Adult School
Laguna Beach Adult Education
Newport Mesa Adult School

Saddleback Valley Adult School
Wilshire Continuing Education Center
Yorba Linda Continuing Education Center

ELECTRICAL & ELECTRONIC ENGINEERS: 221260

California State University, Fullerton
Fullerton Community College
Santa Ana College
University of California, Irvine

ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIANS & TECHNOLOGISTS: 225050

A & V Technical School
California Career Schools
Casa Real Learning Center
Central County ROP
Coastline College Tech Center
Coastline Community College
Cypress College Continuing Education Program
Datatrain Institute
Hi Tek Solutions
ICTP Training Technology
Irvine Valley College
ITT Technical Institute
Orange Coast College
QPE Technical Institute
Saddleback College
Software Education of America
T.E.S.T. NDT, Inc.
US Technical Institute

ELECTRICAL POWERLINE INSTALLERS & REPAIRERS: 857230

A & V Technical School
Coastline Community College
Goodwill Industries of Orange County
Practical Schools
Sutech Schools
T.I.D. Computer Training Center
Technologic Institute of Southern California

FIRST LINE SUPERVISORS/MANAGERS - CONSTRUCTION TRADES & EXTRACTIVE WORKERS: 810050

Avis Contractors License School
Coastline Community College
Coastline Community College Extension
Contractor's License Exam Center
Contractors State License Schools
Natec International

FIRST LINE SUPERVISORS/MANAGERS OF MECHANICS, INSTALLERS & REPAIRERS: 810020

California State University, Fullerton
University of California, Irvine Extension

FIRST LINE SUPERVISORS/MANAGERS - PRODUCTION & OPERATING WORKERS: 810080

Coastline Community College
Coastline Community College Extension

Cypress Community College
 Golden West College
 Learning Tree University
 National University
 Orange Coast College
 Santa Ana College
 Santiago Canyon College
 Touro University International
 University of California, Irvine Extension
 University of Phoenix

FITNESS & WELLNESS COORDINATORS: 77127999

California State University, Fullerton - Ruby Gerontology
 Center, Lifespan Wellness Clinic
 Coastline Community College
 Coastline Community College Garden Grove Center
 Coastline Community College Huntington Westminster Center
 Ecologics Training Institute
 Health Science Associates
 Nova Southeastern University
 Saddleback College
 University of California, Irvine - School of Social Ecology,
 UCI Health Promotion Center

FOOD PREPARATION WORKERS: 650380

Cypress Community College
 North Orange County ROP
 Orange Coast College
 Santa Ana College

FOREIGN LANGUAGE & LITERATURE TEACHERS - POSTSECONDARY: 312150

Alliant International University
 Argosy University
 California Coast University
 California State University, Fullerton
 Chapman University
 Concordia University
 International University
 Newport University
 Soka University
 University of California, Irvine

GENERAL MANAGERS & TOP EXECUTIVES: 190050

Alliant International University
 Argosy University
 California Coast University
 California State University, Fullerton
 California Union University
 California University of Management
 Chapman University
 Coastline Community College
 Coastline Community College Extension
 Concordia University
 Fullerton Community College
 Golden West College
 Hope International University
 Irvine Valley College
 Keller Graduate School of Management (DeVry University)
 Learning Tree University

National University
 Newport University
 Nova Southeastern University
 Saddleback College
 Santa Ana College
 Santiago Canyon College
 Touro University International
 University of California, Irvine
 University of Phoenix
 Vanguard University
 Webster University
 William Howard Taft University
 Wilshire Continuing Education Center

GENERAL OFFICE CLERKS: 553470

Academy of Computer Technology
 Allied Business Schools
 Anaheim Adult Education
 Bosphorous Education Center
 Capistrano Unified School Dist. Community
 Education Prog.
 Career Management Institute
 Casa Real Learning Center
 Central County ROP
 Comp USA Training Supercenter
 Garden Grove Adult Education & ROP
 Kensington College
 Larson Training Center
 Medical Institute Vocational School
 New Horizons Computer Learning Center
 Newbridge College
 Newport Mesa Adult School
 Newton International College
 SER/Jobs for Progress
 Saddleback Valley Adult School
 Santa Ana ROP – Ritchey Center
 Sutech Schools
 T.I.D. Computer Training Center
 US Technical Institute
 West Orange College
 Yorba Linda Continuing Education Center

GRAPHIC ART DESIGNERS: 141061996

Argosy University
 California Learning Center
 California State University, Fullerton
 CEI College
 Central County ROP
 Coastline College Tech Center
 Coastline Community College Garden Grove Center
 Coastline Community College Huntington
 Westminster Center
 Coastline ROP
 College of Information Technology
 Comp USA Training Supercenter
 Computer & Electronic School of Anaheim
 Computer Education Institute (CEI)
 Cypress Community College
 Datatrain Institute Inc.
 Excel Technical College Inc.

Executive 2000 Inc.
 Executrain of California
 Golden West College
 Hi Tek Solutions Inc.
 ICTP Training Technology
 Inetversity
 Infotec
 Institute of Network Technology
 Irvine Valley College
 Keller Graduate School of Management
 Laguna Beach Adult Education
 Learning Tree University
 Monterey Park College
 National University
 Netsystems Software Training, Inc.
 New Horizons Computer Learning Center
 North Orange County ROP
 Orange Coast College
 Platt College
 Professional Career Institute - Irvine
 Saddleback College
 Saddleback Valley Adult School
 Santiago Canyon College
 Smart Digital Technology Inc.
 Soft-Train Inc.
 Software Education of America, Inc.
 University of California, Irvine Extension
 University of Phoenix
 US Technical Institute
 Vanguard University
 Webster University
 Westwood College of Technology
 Wolden Multimedia Institute
 Yorba Linda Continuing Education Center

GUARDS & WATCH GUARDS: 630470

Alarm Communications Tech
 California Security Academy
 Detective Training Institute
 Enforcement Trainers, Inc.
 Gendarme Institute
 Martial Arts Security Training Academy
 School of Security Technology

HAND PACKERS & PACKAGERS: 989020

Capistrano-Laguna Beach ROP
 Central County ROP
 Coastline ROP
 Garden Grove Adult Education & ROP
 North Orange County ROP
 Santa Ana ROP – Ritchey Center

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS & INSTALLERS: 859020

Brownson Technical School
 Central County ROP
 Cypress Community College
 North Orange County ROP
 Orange Coast College
 Practical Schools

HOME HEALTH AIDES: 660110

Coast Health Educational Centers
 Huntington Beach Adult School
 North Orange County ROP
 Pacific College of Business

HUMAN SERVICE WORKERS: 273080

Cypress Community College
 Gerontology Training Institute

IMPORT/EXPORT SPECIALISTS: 214467998

California State University, Fullerton
 Fullerton Community College
 University of California, Irvine
 Webster University

INSTRUCTIONAL AIDES: 315211

Alliant International University
 Anaheim Adult Education
 California Coast University
 California Union University
 Coastline Community College
 Garden Grove Adult Education & ROP
 Golden West College
 Saddleback College
 Santa Ana College
 Santiago Canyon College
 Vanguard University
 Wilshire Continuing Education Center

INSTRUCTORS & COACHES - SPORTS & PHYSICAL TRAINING: 313210

Alliant International University
 Anaheim Adult Education
 California Coast University
 California Union University
 Chapman University
 Coastline Community College
 Coastline Community College Extension
 Concordia University
 Cypress Community College
 Fullerton Community College
 Garden Grove Adult Education & ROP
 Golden West College
 Irvine Valley College
 Saddleback College
 Santa Ana College
 Santiago Canyon College
 Vanguard University
 Wilshire Continuing Education Center

INTERIOR DESIGNERS: 340410

Capistrano/Laguna Beach ROP
 Casa Real Learning Center
 Coastline ROP
 Fashion Institute of Design & Merchandising
 Fullerton Community College
 Garden Grove Adult Education & ROP
 Goodwill Industries of Orange County

Interior Designers Institute
 Learning Tree University
 Orange Coast College
 Saddleback College
 Saddleback Valley Adult School
 Yorba Linda Continuing Education Center

JANITORS & CLEANERS - EXCEPT MAIDS & HOUSEKEEPING CLEANERS: 670050

Capistrano-Laguna Beach ROP
 Coastline ROP
 Casa Real Learning Center
 Goodwill Industries of Orange County
 North Orange County ROP

LOAN & CREDIT CLERKS: 531210

American School of Mortgage Banking
 Central County ROP
 Coastline Community College
 Coastline Community College Garden Grove Center
 Coastline Community College Huntington Westminster Center
 Coastline ROP
 Irvine Valley College
 North Orange County ROP
 Santa Ana College

MACHINISTS: 891080

California Career Schools
 Fullerton Community College
 National Tooling & Machining Association Training
 Orange Coast College
 QPE Technical Institute
 Sutech School of Vocational & Technical Training

MAINTENANCE REPAIRERS - GENERAL UTILITY: 851320

Allied Business Schools
 California Career Schools
 Career Management Institute
 Center for Employment Training (CET)
 Santa Ana College
 Timberline Education Center

MARKETING, ADVERTISING & PUBLIC RELATIONS MANAGERS: 130110

Alliant International University
 Argosy University
 California Coast University
 California State University, Fullerton
 California Union University
 Capistrano-Laguna Beach ROP
 Central County ROP
 Chapman University
 Coastline Community College
 Coastline ROP
 Concordia University
 Cypress Community College
 Fashion Institute of Design & Merchandising
 Fullerton Community College
 Golden West College
 Hope International University

Irvine Valley College
 Keller Graduate School of Management (DeVry University)
 Learning Tree University
 National University
 Newport University
 North Orange County ROP
 Nova Southeastern University
 Orange Coast College
 Saddleback College
 Santa Ana College
 Santa Ana ROP – Ritchey Center
 Santiago Canyon College
 Southern States University
 Touro University International
 University of Phoenix
 Vanguard University
 Webster University
 William Howard Taft University
 Wilshire Continuing Education Center

MECHANICAL ENGINEERS: 221350

California State University, Fullerton
 University of California, Irvine

MEDICAL & CLINICAL LABORATORY TECHNOLOGISTS: 329020

Center for Health Education Advancement
 Newbridge College
 Saddleback College

MEDICAL RECORDS TECHNICIANS: 329110

American Career College
 Career Networks Institute
 Concorde Career Institute
 Larson Training Centers
 Yorba Linda Continuing Education Center

MOBILE HEAVY EQUIPMENT MECHANICS - EXCEPT ENGINES: 853140

A & V Technical School
 California Career Schools
 Capistrano-Laguna Beach ROP
 Central County ROP
 Coastline ROP
 Cypress College Continuing Education Program
 Cypress Community College
 Fullerton Community College
 Golden West College
 Huntington Beach Adult School
 North Orange County ROP
 Saddleback College
 Santa Ana College
 Santa Ana ROP – Ritchey Center
 Snap-On Technical Training Systems
 Yorba Linda Continuing Education Center

MULTIMEDIA SPECIALISTS: 030064996

Argosy University
 California Learning Center

California State University, Fullerton
 CEI College
 Central County ROP
 Coastline College Tech Center
 Coastline ROP
 College of Information Technology
 Comp USA Training Supercenter
 Computer & Electronic School of Anaheim
 Computer Education Institute (CEI)
 Cypress Community College
 Datatrain Institute Inc.
 Excel Technical College Inc.
 Golden West College
 Hi Tek Solutions Inc.
 ICTP Training technology
 Inetversity
 Infotec
 Institute of Network Technology
 Irvine Valley College
 Keller Graduate School of Management
 Laguna Beach Adult Education
 Learning Tree University
 Monterey Park College
 National University
 Netsystems Software Training, Inc.
 New Horizons Computer Learning Center
 North Orange County ROP
 Orange Coast College
 Platt College
 Professional Career Institute - Irvine
 Saddleback College
 Saddleback Valley Adult School
 Santiago Canyon College
 Smart Digital Technology Inc.
 Soft-Train Inc.
 Software Education of America, Inc.
 University of California, Irvine
 University of California, Irvine Extension
 University of Phoenix
 US Technical Institute
 Vanguard University
 Webster University
 Westwood College of Technology
 Wolden Multimedia Institute
 Yorba Linda Continuing Education Center

NETWORK PROFESSIONALS: 031132999

Apex Infotech Inc.
 Argosy University
 Golden West College
 Hi Tek Solutions
 National University
 Santiago Canyon College
 University of California, Irvine Extension
 University of Phoenix
 Webster University

NURSE AIDES: 660080

California Career Schools
 Capistrano-Laguna Beach ROP

Central County ROP
 Coast Health Education Centers
 Concorde Career Institute
 Gerontology Training Institute
 North Orange County ROP
 Pacific College of Business

OPERATING ENGINEERS: 979560

Allied Business Schools
 Capistrano-Laguna Beach ROP
 Career Management Institute
 Contractor's License Exam Center, Inc.
 Contractors State License School
 Garden Grove Adult Education & ROP
 North Orange County ROP
 Orange Coast College
 Timberline Education Center
 Union Contractors License School

PAINTERS & PAPERHANGERS - CONSTRUCTION & MAINTENANCE: 874020

Allied Business Schools
 Capistrano-Laguna Beach ROP
 Career Management Institute
 Contractor's License Exam Center Inc.
 Contractors State License Schools
 Garden Grove Adult Education & ROP
 North Orange County ROP
 Orange Coast College
 Timberline Education Center
 Union Contractors License School

PARALEGAL PERSONNEL: 283050

CEI College
 Coastline Community College
 Coastline Community College Extension
 Coastline Community College Garden Grove Center
 Coastline Community College Huntington
 Westminster Center
 Computer Education Institute
 Fullerton Community College
 Hermadad Training Center
 Intercoast College
 Kensington College
 MTI College
 Santa Ana College
 South Coast College
 University of California, Irvine Extension

PERSONAL & HOME CARE AIDES: 680350

Casa Real Learning Center
 Fullerton Community College
 Gerontology Training Institute
 Goodwill Industries of Orange County
 Orange Coast College

PHARMACY TECHNICIANS: 325180

American Career College
 Concorde Career Institute
 CSI, Bryman College

Health Staff Training Institute
North Orange County ROP
Santa Ana College
Southern California College of Business & Law

PHYSICIANS' ASSISTANTS: 325110

No Training Available in Orange County
See: California Academy of Physician Assistants
at www.capanet.org

PLUMBERS, PIPEFITTERS & STEAMFITTERS: 875020

Garden Grove Adult Education & ROP
North Orange County ROP

PRODUCTION INSPECTORS, TESTERS, GRADERS, SORTERS, SAMPLERS & WEIGHERS: 830050

California Career Schools
Coastline Community College
Coastline Community College Extension
Coastline Community College Garden Grove Center
Coastline Community College Huntington Westminster Center
Fullerton Community College
National Tooling & Machining Association Training
Orange Coast College
QPE Technical Institute
Sutech Schools
T.E.S.T. NDT, Inc.

RADIOLOGIC TECHNOLOGISTS: 329190

Cypress Community College
Orange Coast College

RECEPTIONISTS & INFORMATION CLERKS: 553050

Academy of Computer Technology
Allied Business Schools
Anaheim Adult Education
Bosphorous Education Center
Capistrano Unified School Dist. Community Education Prog.
Career Management Institute
Casa Real Learning Center
Central County ROP
Comp USA Training Supercenter
Cypress Community College
Garden Grove Adult Education & ROP
Intercoast College
Kensington College
Larson Training Centers
Medical Institute Vocational School
New Horizons Computer Learning Center
Newbridge College
Newport-Mesa Adult School
Newton International College
North Orange County ROP
SER/Jobs for Progress, Inc.
Saddleback Valley Adult School
Santa Ana ROP - Ritchey Center
Sutech Schools
T.I.D. Computer Training Center
US Technical Institute
West Orange College

Yorba Linda Continuing Education Center

REGISTERED NURSES: 325020

American Career College
Cypress Community College
Golden West College
Kaplan Educational Center
North Orange County ROP
Saddleback College
Santa Ana College
University of California, Irvine
University of Phoenix

RESPIRATORY CARE PRACTITIONERS: 323020

Concorde Career Institute
Orange Coast College

SALES AGENTS - ADVERTISING: 430230

Chapman University
Coastline ROP
North Orange County ROP
Orange Coast College
Southern States University
University of Phoenix

SALES AGENTS - SELECTED BUSINESS SERVICES: 430170

Career Management Institute
Central County ROP
Cypress Community College
North Orange County ROP
Santa Ana ROP - Ritchey Center
Southern States University
University of Phoenix

SALES REPRESENTATIVES - EXCEPT RETAIL OR SCIENTIFIC & RELATED PRODUCTS & SERVICES: 490080

Allied Business Schools
California State University, Fullerton
Capistrano-Laguna Beach ROP
Career Management Institute
Central County ROP
Coastline ROP
College of Automotive Management
Fashion Institute of Design & Merchandising
Golden West College
Goodwill Industries of Orange County
North Orange County ROP
Orange Coast College
Santa Ana College
Santa Ana ROP - Ritchey Center
University of California, Irvine Extension

SALES REPRESENTATIVES - SCIENTIFIC & RELATED PRODUCTS & SERVICES, EXCEPT RETAIL: 490050

Capistrano-Laguna Beach ROP
Career Management Institute
Central County ROP
Coastline ROP

College of Automotive Management
Golden West College
Goodwill Industries of Orange County
Learning Tree University
North Orange County ROP
Santa Ana ROP – Ritchey Center

SALESPERSONS - RETAIL, EXCEPT VEHICLE SALES: 490112

Allied Business Schools
California State University, Fullerton
Capistrano-Laguna Beach ROP
Career Management Institute
Central County ROP
Coastline ROP
College of Automotive Management
Cypress Community College
Fashion Institute of Design & Merchandising
Golden West College
Goodwill Industries of Orange County
Learning Tree University
North Orange County ROP
Orange Coast College
Santa Ana College
Santa Ana ROP – Ritchey Center
University of California, Irvine
University of California, Irvine Extension

SECONDARY SCHOOL TEACHERS: 313080

Alliant International University
Anaheim Adult Education
California Coast University
California State University, Fullerton
California Union University
Chapman University
Coastline Community College
Garden Grove Adult Education & ROP
Golden West College
Hi Tek Solutions, Inc.
Orange Coast College
Saddleback College
Santa Ana College
Santiago Canyon College
Vanguard University
Wilshire Continuing Education Center

SECRETARIES - EXCEPT LEGAL & MEDICAL: 551080

Academy of Computer Technology
Allied Business Schools
CEI College
Computer & Electronic School of Anaheim
MTI College
Pacific College of Business
SER / Jobs for Progress, Inc.
Universal Career Institute

SPECIAL EDUCATION TEACHERS: 313110

Alliant International University
Anaheim Adult Education
California Coast University
California New Hope University

California State University, Fullerton
California Union University
Coastline Community College
Garden Grove Adult Education & ROP
Golden West College
National University
Saddleback College
Saddleback Valley Adult School
Santa Ana College
Santiago Canyon College
Vanguard University
Wilshire Continuing Education Center

STOCK CLERKS - SALES FLOOR: 490210

Capistrano/Laguna Beach ROP
Central County ROP
Coastline ROP
College of Automotive Management
Golden West College
Goodwill Industries of Orange County
Learning Tree University
North Orange County ROP
Santa Ana ROP - Ritchey Center

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD: 580230

Academy of Computer Technology
Allied Business Schools
Anaheim Adult Education
Bosphorous Education Center
Capistrano/Laguna Beach ROP
Capistrano Unified School Dist. Community Education Prog.
Career Management Institute
Casa Real Learning Center
Central County ROP
College of Automotive Management
Comp USA Training Supercenter
Concordia University
Garden Grove Adult Education & ROP
Kensington College
Larson Training Centers
Medical Institute Vocational School
New Horizons Computer Learning Center
Newbridge College
Newport-Mesa Adult School
Newton International College
SER/Jobs for Progress, Inc.
Saddleback Valley Adult School
Santa Ana ROP - Ritchey Center
Sutech Schools
T.I.D. Computer Training Center
US Technical Institute
West Orange College
William Howard Taft University
Yorba Linda Continuing Education Center

TECHNICAL WRITERS: 340050

California State University, Fullerton
Chapman University

Coastline Community College
 College of Information Technology
 Cypress Community College
 Fullerton Community College
 Irvine Valley College
 Saddleback College
 Santa Ana College
 Santiago Canyon College
 University of California, Irvine

TELEPHONE & CABLE TV LINE INSTALLERS & REPAIRERS: 857020

Alarm Communications Tech
 Garden Grove Adult Education & ROP

TELLERS: 531020

American School of Mortgage Banking
 Coastline Community College
 Coastline Community College Extension
 Coastline ROP
 Irvine Valley College
 North Orange County ROP
 Santa Ana College
 Santa Ana ROP – Ritchey Center
 Southern States University
 University of Phoenix

TRAVEL AGENTS: 430210

Cypress Community College
 MTI College
 North Orange County ROP
 Orange Coast College

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER: 971020

California Career Schools
 Central County ROP
 United Truck and Car Driving School, Inc.

VETERINARY ASSISTANTS: 798060

Argosy University
 Capistrano-Laguna Beach ROP
 Central County ROP
 Coastline ROP
 North Orange County ROP

WELDERS & CUTTERS: 939140

Central County ROP
 Cypress Community College
 Fullerton Community College
 North Orange County ROP
 Orange Coast College
 Santa Ana College
 Santiago Canyon College

WHOLESALE & RETAIL BUYERS - EXCEPT FARM PRODUCTS: 213020

Central County ROP
 Goodwill Industries of Orange County
 North Orange County ROP

WRITERS & EDITORS: 340020

Academy of Radio Broadcasting, Inc.
 California State University, Fullerton
 Capistrano/Laguna Beach ROP
 Chapman University
 Coastline ROP
 College of Information Technology
 Fullerton Community College
 Garden Grove Adult Education & ROP
 Golden West College
 Irvine Adult School
 Irvine Valley College
 Laguna Beach Adult Education
 Learning Tree University
 Newton International College
 Orange Coast College
 Saddleback College
 Santa Ana College
 Santiago Canyon College
 University of California, Irvine Extension
 Vanguard University
 Yorba Linda Continuing Education Center

Training Providers by Provider Name

2000 - 2002

A & V TECHNICAL SCHOOL, INC.

Address: 1214 E. Katella Ave., Anaheim, CA 92805

Phone: (714) 634-0744 ♦ **Fax:** (714) 634-2026

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Automotive Mechanic Technology
- ♦ Electrical Equipment Installation & Repair
- ♦ Electromechanical Engineering Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ACADEMY FOR TAX PREPARERS

Mailing Address: P.O. Box 11445, Santa Ana, CA 92711

Physical Address: 2134 N. Hathaway, Santa Ana, CA 92711

Phone: (714) 834-9266 ♦ **Fax:** (714) 541-2216

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ACADEMY OF COMPUTER TECHNOLOGY

Address: 16371 Beach Blvd. #151, Huntington Beach, CA 92645

Phone: (714) 843-6360 ♦ **Fax:** (714) 848-6353

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting & Related Services
- ♦ Administrative, Secretarial & Clerical Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ACADEMY OF RADIO BROADCASTING, INC.

Address: 16052 Beach Blvd., Suite 2, Huntington Beach, CA 92647
Phone: (714) 842-0100 ❖ **Fax:** (714) 842-1858
Web Site: www.arbraidu.com



School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma

Programs or Courses Offered:

- ❖ Acting
- ❖ Radio & Television
- ❖ Radio & Television Broadcasting Technology

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

ALARM COMMUNICATIONS TECH

Address: 1440 S. State College Blvd. #6E, Anaheim, CA 92806
Phone: (714) 518-5930 ❖ **Fax:** (714) 518-5951



School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs)
Degree: Certificate

Programs or Courses Offered:

- ❖ Communications Systems Installation & Repair
- ❖ Security & Loss Prevention

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ALLIANT INTERNATIONAL UNIVERSITY

Address: 2500 Michelson Dr., Bldg. 4, Irvine, CA 92612
Phone: (949) 833-2648 ❖ **Fax:** (949) 833-3507
Web Site: www.alliant.edu

School Type: Private 4 or More Year College or University
Accreditation: Bureau for Private Postsecondary & Vocational Education; California Commission on Teacher Credentialing; California State Department of Education (Courses Only)
Degree: Certificate, Bachelor's Degree, Doctorate Degree

Programs or Courses Offered:

- ❖ Business Administration
- ❖ Education
- ❖ Psychology



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ALLIED BUSINESS SCHOOLS

Address: 22952 Alcalde Dr., Laguna Hills, CA 92653

Phone: (888) 925-4283 ♦ **Fax:** (949) 707-5579

Web Site: www.alliedvocrehab.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs);
California Department of Real Estate

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting & Bookkeeping
- ♦ Administrative, Secretarial & Clerical Services
- ♦ Building & Property Maintenance
- ♦ Construction Trades
- ♦ General Merchandising, Sales & Marketing
- ♦ Legal Administrative Assistants
- ♦ Medical Administrative Assistants
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Real Estate



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

AMERICAN CAREER COLLEGE

Address: 1200 N. Magnolia Ave., Anaheim, CA 92801

Phone: (800) 956-7832 ♦ **Fax:** (714) 952-1819

Web Site: www.americancareer.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma



Programs or Courses Offered:

- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Medical Records & Medical Assistant
- ♦ Nursing
- ♦ Optometric Technician
- ♦ Pharmacy Technician
- ♦ Prepress/Desktop Publishing & Digital Imaging Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

AMERICAN SCHOOL OF MORTGAGE BANKING

Address: 17332 Irvine Blvd., Suite 200, Tustin, CA 92780

Phone: (714) 832-2762 ♦ **Fax:** (714) 832-3597

Web Site: www.asmb.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Banking & Financial Support Services
- ♦ Insurance
- ♦ Real Estate
- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

ANAHEIM ADULT EDUCATION

Address: 1800 W. Ball Rd., Suite 31, Anaheim, CA 92803

Phone: (714) 999-5616 ♦ **Fax:** (714) 999-5650

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate & Diploma



Programs or Courses Offered:

- ♦ Data Entry
- ♦ Clerical Services
- ♦ Education
- ♦ ESL Language Instructor
- ♦ General Studies
- ♦ High School Equivalence



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

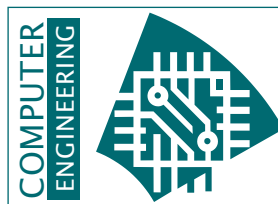
APEX INFOTECH INC.

Address: 15540 Rockfield Blvd., Suite D, Irvine, CA 92692

Phone: (949) 597-2100

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education



Programs or Courses Offered:

- ♦ Computer Engineering
- ♦ Computer Programming
- ♦ Systems Networking
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ARGOSY UNIVERSITY

Address: 3745 W. Chapman Ave., Suite 1, Orange, CA 92868

Phone: (714) 940-0025 ♦ **Fax:** (714) 940-0630

Web Site: www.argosyu.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate, Bachelor's Degree, Master's Degree, & Doctorate Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Business Administration
- ♦ Education
- ♦ Finance
- ♦ Health Care
- ♦ Human Resources
- ♦ Information Sciences
- ♦ Psychology



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

ART INSTITUTE OF LOS ANGELES, ORANGE COUNTY CAMPUS

Address: 3601 W. Sunflower Ave., Santa Ana, CA 92704

Phone: (888) 549-3055 ♦ **Fax:** (714) 556-1923

Web Site: www.ailaoc.artinstitutes.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma, Associate Degree & Bachelor's Degree



Programs or Courses Offered:

- ♦ Animation & Special Effects
- ♦ Culinary Arts
- ♦ Web Page & Multimedia Design

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

AUTOMOTIVE DIAGNOSTICS

Address: 1515 S. Harris Court, Anaheim, CA 92806

Phone: (714) 634-3855 ♦ **Fax:** (714) 634-3985



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Bureau of Automotive Repair

Degree: Certificate

Programs or Courses Offered:

- ♦ Automotive Engineering Technology
- ♦ Automotive Mechanics
- ♦ Vehicle Emissions Maintenance

Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

BECKER CONVISER CPA REVIEW

Address: 2932 E. Nutwood Ave., Fullerton, CA 92831
 3333 Michelson Dr., Suite 42, Irvine, CA 92612
Phone: (818) 981-3233 ❖ **Fax:** (818) 710-2612
Web Site: www.beckerconviser.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

**Programs or Courses Offered:**

- ❖ Accounting

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

BOSPHOROUS EDUCATION CENTER

Address: 17150 Newhope St., Suite 117, Fountain Valley, CA 92708
Phone: (714) 825-0880 ❖ **Fax:** (714) 825-0800
Web Site: www.bosphorous.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

**Programs or Courses Offered:**

- ❖ Clerical & Office Services
- ❖ Literacy, Numeracy & Computational Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

BROWNSON TECHNICAL SCHOOL

Address: 1110 Technology Circle, Suite D, Anaheim, CA 92805
Phone: (714) 774-9443 ❖ **Fax:** (714) 774-5025

School Type: Private Business or Technical School
Accreditation: Accrediting Council for Continuing Education & Training;
 Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

**Programs or Courses Offered:**

- ❖ Appliance Installation & Repair
- ❖ Heating, Air Conditioning, Ventilation & Refrigeration Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA CAREER SCHOOLS

Address: 1110 Technology Circle, Anaheim, CA 92805

Phone: (714) 635-6585 ♦ **Fax:** (714) 635-6596

Web Site: www.californiacareerschools.edu

School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Automotive Mechanics
- ♦ Computer Engineering Technology
- ♦ Machine Tool Technology
- ♦ Nursing Assistant
- ♦ Truck & Bus Driver



TRUCK DRIVING

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CALIFORNIA COAST UNIVERSITY

Address: 700 N. Main St., Santa Ana, CA 92701

Phone: (714) 547-9625 ♦ **Fax:** (714) 547-5777

Web Site: www.calcoast.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Bachelor's Degree, Master's Degree & Doctorate Degree

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

MANAGEMENT



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Education
- ♦ Engineering Management
- ♦ Health Care Management
- ♦ Management
- ♦ Psychology

CALIFORNIA INSTITUTE OF CUSTOMER ENGINEERING

Address: 18006 Sky Park Circle, Suite 11, Irvine, CA 92615

Phone: (949) 474-7655 ♦ **Fax:** (949) 474-7663

Web Site: www.go-cice-career-edu.com

School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology; Bureau for Private Postsecondary & Vocational Education

Degree: Diploma

Programs or Courses Offered:

- ♦ Business Machine Repair
- ♦ Medical Administrative Assistant
- ♦ Medical Transcription



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

CALIFORNIA LEARNING CENTER

Address: 172 N. Tustin Ave., Suite 301, Orange, CA 92867
Phone: (714) 516-2377 ♦ **Fax:** (714) 516-2378

Address: 12335 Beach Blvd., Suite 3C, Stanton, CA 90680
Phone: (714) 379-5002

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
 WIA Eligible Training Provider (One or More Programs);
 Microsoft Certified System Engineer

Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA NEW HOPE UNIVERSITY

Address: 10660 Western Ave., Stanton, CA 90680
Phone: (714) 828-5797 ♦ **Fax:** (714) 828-5827

Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma, Certificate & Master's Degree



Programs or Courses Offered:

- ♦ ESL Instructor
- ♦ School Counselor
- ♦ Ministry
- ♦ Preschool Education
- ♦ Special Education

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

CALIFORNIA SECURITY ACADEMY

Address: 1525 E. 17th St., Suite J, Santa Ana, CA 92705
Phone: (714) 973-1160 ♦ **Fax:** (714) 973-1184
Web Site: www.net33.com/security

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:

- ♦ Security & Loss Prevention



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CALIFORNIA STATE UNIVERSITY, FULLERTON

Mailing Address: P.O. Box 34080, Fullerton, CA 92834-9480
Physical Address: 800 N. State College Blvd., Fullerton, CA 92834
Phone: (714) 278-2011 ♦ **Fax:** (714) 278-7283
Web Site: www.fullerton.edu

School Type: Public 4 or More Year College or University
Accreditation: Accrediting Commission for Senior Colleges & Universities;
 Western Association of Schools & Colleges
Degree: Diploma, Bachelor's Degree & Master's Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



PERFORMING ARTS



Selection of Programs or Courses Offered:

- ♦ Accounting & Finance
- ♦ Anthropology
- ♦ Bilingual Education
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications Technology
- ♦ Computer & Information Sciences
- ♦ Criminal Justice
- ♦ Economics
- ♦ Education
- ♦ Engineering (Civil, Electrical & Mechanical)
- ♦ Environmental Studies
- ♦ Foreign Languages & Literature
- ♦ Geological & Earth Sciences
- ♦ Gerontology
- ♦ Health & Physical Fitness Education
- ♦ International Business
- ♦ Liberal Studies
- ♦ Linguistics
- ♦ Literature
- ♦ Management Information Systems
- ♦ Merchandising, Sales & Marketing
- ♦ Nursing
- ♦ Performing Arts (Dance, Speech, Music & Theater)
- ♦ Physical Sciences
- ♦ Political Science
- ♦ Psychology
- ♦ Radio, Television & Digital Communication
- ♦ Sociology
- ♦ Special Education

ENGINEERING



Accounting & Finance

Radio & Television



CALIFORNIA STATE UNIVERSITY, FULLERTON - EXTENDED EDUCATION

Mailing Address: P.O. Box 34080, Fullerton, CA 92834-9480
Physical Address: 800 N. State College Blvd., Fullerton, CA 92834
Phone: (714) 278-2611 ♦ **Fax:** (714) 278-2088
Web Site: www.takethelead.fullerton.edu

School Type: Public 4 or More Year College or University
Accreditation: Accrediting Commission for Senior Colleges & Universities;
 Western Association of Schools & Colleges
Degree: Diploma, Bachelor's Degree & Master's Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



Financial Planning

Programs or Courses Offered:

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Creative Writing
- ♦ Criminal Justice
- ♦ Education
- ♦ Engineering
- ♦ Environmental Studies
- ♦ Financial Planning
- ♦ Forensic Science & Technology
- ♦ Gerontology
- ♦ Human Resources Management
- ♦ Literature
- ♦ Merchandising, Sales & Marketing
- ♦ Operations Management



Creative Writing

CALIFORNIA TAX INSTITUTE

Address: 5281 Laurel View Circle, Yorba Linda, CA 92886
Phone: (714) 777-3289 ♦ **Fax:** (714) 777-4267
Web Site: www.caltaxinstitute.com

School Type: Private Business or Technical School
Accreditation: California Tax Education Council
Degree: Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

Programs or Courses Offered:

- ♦ Taxation



TAXATION

CALIFORNIA UNION UNIVERSITY

Address: 905 S. Euclid St., Fullerton, CA 92632

Phone: (714) 446-9133 ♦ **Fax:** (714) 446-9106

Web Site: www.calunion.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

Programs or Courses Offered:

- ♦ Aviation Management & Maintenance
- ♦ Business Administration
- ♦ Computer Science
- ♦ Counseling
- ♦ Education
- ♦ Psychology (Clinical, Experimental, Family, Medical & Industrial)
- ♦ Finance
- ♦ Liberal Studies
- ♦ Music (Education, History, Theory & Performance)
- ♦ Public Policy



MUSIC EDUCATION



CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROG. (ROP)

Address: 31522 El Camino Real, San Juan Capistrano, CA 9675

Phone: (949) 496-3118 ♦ **Fax:** (949) 496-0845

Web Site: www.capolagrop.k12.ca.us

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

Programs or Courses Offered:

- ♦ Automotive Mechanics
- ♦ Business Communication
- ♦ Child Care Provider
- ♦ Commercial Art
- ♦ Construction Trades
- ♦ Criminal Justice
- ♦ Data Processing
- ♦ Fashion Merchandising
- ♦ Floriculture
- ♦ High School Equivalence
- ♦ Instructional Aide
- ♦ Interior Design
- ♦ Landscape Architecture
- ♦ Medical, Dental & Nursing Assistants
- ♦ Sales & Marketing
- ♦ Small Business Operations
- ♦ Veterinary Assistant



CONSTRUCTION



CAPISTRANO UNIFIED SCHOOL DISTRICT COMMUNITY EDUCATION PROGRAM

Address: 31422 Camino Capistrano, San Juan Capistrano, CA 92675

Phone: (949) 493-0658 ♦ **Fax:** (949) 489-1421

Web Site: www.capousd.k12.ca.us/adultsch

School Type: Public Adult School with Occupational Programs

Accreditation: California Department of Education Coordinated Compliance Review

Degree: Diploma & Certificate

Programs or Courses Offered:

- ♦ Accounting
- ♦ Computer & Information Sciences
- ♦ Crafts, Artisanry & Fine Arts
- ♦ General Office Skills
- ♦ Photography
- ♦ Spanish Language & Literature



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CAREER MANAGEMENT INSTITUTE

Address: 1855 W. Katella Ave., Suite 150, Orange, CA 92867

Phone: (714) 771-5077 ♦ **Fax:** (714) 771-2374

Web Site: www.careerinstitute.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Building & Property Maintenance & Management
- ♦ Construction Trades
- ♦ Data Processing
- ♦ General Office Skills
- ♦ Selling Skills

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CAREER NETWORKS INSTITUTE

Address: 986 Town & Country Road, Orange, CA 92868

Phone: (714) 568-1566 ♦ **Fax:** (714) 568-1011

Web Site: www.careerinstitute.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Accrediting Bureau of Health Education Schools

Degree: Diploma

Programs or Courses Offered:

- ♦ Massage Therapy
- ♦ Medical Records Administration
- ♦ Medical Records Technology
- ♦ Medical Office Management
- ♦ Medical Assistant

Medical Assistant



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CASA REAL LEARNING CENTER

Address: 1666 N. Main St., Suite 415, Santa Ana, CA 92701
Phone: (714) 835-6695 ♦ **Fax:** (714) 835-6696

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Installation & Repair
- ♦ Electrical & Electronic Engineering Technology
- ♦ General Office Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

CEI COLLEGE

Address: 1360 S. Anaheim Blvd., Anaheim, CA 92805
Phone: (714) 758-1500 ♦ **Fax:** (714) 758-1220
Web Site: www.ceicollege.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education; WIA Eligible Training Provider (One or More Programs)
Degree: Diploma & Certificate



Programs or Courses Offered:

- ♦ Administrative Assistant
- ♦ Computer Systems Networking
- ♦ Data Processing
- ♦ Legal Secretary & Paralegal

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

CENTER FOR EMPLOYMENT TRAINING

Address: 120 W. Fifth Street, Suite 120, Santa Ana, CA 92701
Phone: (714) 379-5002 ♦ **Fax:** (714) 379-5830
Web Site: www.cet2000.org

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Medical Office

Programs or Courses Offered:

- ♦ Building & Property Maintenance & Management
- ♦ Business Technology & Data Entry
- ♦ Medical Office Assistant

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

CENTRAL COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 2323 N. Broadway, Suite 301, Santa Ana, CA 92706-1641

Phone: (714) 541-5537 ♦ **Fax:** (714) 541-5214

Web Site: www.ropcentralcounty.tec.ca.us

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting & Bookkeeping
- ♦ Automotive Mechanics
- ♦ Commercial Art
- ♦ Computer Engineering Technology
- ♦ Computer Systems Networking
- ♦ Cosmetology
- ♦ Criminal Justice
- ♦ Data Processing
- ♦ Finance
- ♦ General Office Skills
- ♦ Heating, Air Conditioning & Refrigeration Technology
- ♦ Marketing Operations (Hospitality & Recreation, Special Products)
- ♦ Medical, Dental, Dietitian & Nursing Assistants
- ♦ Paramedic
- ♦ Truck & Bus Driving
- ♦ Veterinary Assistant
- ♦ Welding Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes



CHAPMAN UNIVERSITY

Address: One University Drive, Orange, CA 92866

Phone: (714) 997-6701 ♦ **Fax:** (714) 997-6981

Web Site: www.chapman.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education; California State Department of Education (Courses Only); Western Association of Schools & Colleges

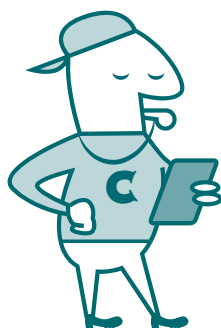
Degree: Certificate, Bachelor's Degree, Master's Degree & Doctorate Degree

Selection of Programs or Courses Offered:

- ♦ Accounting & Finance
- ♦ Advertising
- ♦ Art & Art History
- ♦ Biological Sciences
- ♦ Broadcast Journalism
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes



Selection of Programs or Courses Offered (Continued):

- ❖ Computer & Information Sciences
- ❖ Computer Software Engineering
- ❖ Criminal Justice
- ❖ Economics
- ❖ Education
- ❖ Environmental Studies
- ❖ Film, Video & Photography
- ❖ Food Science
- ❖ Graphic Design
- ❖ Health Services Administration
- ❖ Legal Studies
- ❖ Liberal Studies
- ❖ Literature
- ❖ Music Theory, Performance & Education
- ❖ Music Therapy
- ❖ Performing Arts (Dance & Theater)
- ❖ Physical Education Coaching
- ❖ Psychology
- ❖ Public Relations
- ❖ School Counseling
- ❖ Small Business Operations



CIVIL SERVICE ACADEMY, INC.

Address: 8361 Westminster Blvd., Suite 330, Westminster, CA 92683
Phone: (714) 897-5150 ❖ **Fax:** (714) 897-7215
Web Site: www.civilserviceacademy.com



School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:

- ❖ Criminal Justice
- ❖ Job Seeking Skills

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

COASTLINE COLLEGE TECH CENTER

Address: 10200 Slater Ave., Fountain Valley, CA 92708
Phone: (714) 546-7600 ❖ **Fax:** (714) 241-4979
Web Site: www.coastline.cccd.edu

School Type: Community College
Accreditation: Accrediting Commission for Community & Junior Colleges
Degree: Certificate, Diploma & Associate Degree

Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Engineering Technology
- ❖ Computer Programming
- ❖ Computer Systems Networking



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes



COASTLINE COMMUNITY COLLEGE

Address: 2990 Mesa Verde Drive East, Costa Mesa, CA 92626

Phone: (714) 241-6213

Web Site: www.coastline.cccd.edu

CCC Extension: 11460 Warner Ave., Fountain Valley, CA 92708

Phone: (714) 546-7600 ♦ **Fax:** (714) 241-6288

CCC Garden Grove Center: 12901 Euclid St., Garden Grove, CA 92840

Phone: (714) 241-6209

CCC Huntington Westminster Center: 5172 McFadden Ave., Huntington Beach, CA 92649

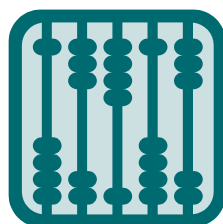
Phone: (714) 241-6184 ♦ **Fax:** (714) 241-6345

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges; WIA Eligible Training Provider

Degree: Certificate, Diploma & Associate Degree

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



Accounting

Programs or Courses Offered:

- ♦ Accounting
- ♦ The Arts (Dance, Music, Photography, Speech, Theater & Visual Art)
- ♦ Banking & Financial Support Services
- ♦ Biological Sciences
- ♦ Building & Construction Inspectors
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications Technologies
- ♦ Computer & Information Sciences
- ♦ Digital Communication & Multimedia
- ♦ Earth Sciences
- ♦ Ecology
- ♦ E-Commerce
- ♦ Economics
- ♦ Education
- ♦ Electronics Technology
- ♦ Environmental Studies
- ♦ Floriculture
- ♦ Food Science
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ International Business
- ♦ Paralegal
- ♦ Psychology
- ♦ Purchasing, Acquisitions & Contracts Management
- ♦ Quality Control Technology
- ♦ Real Estate
- ♦ Special Education
- ♦ Telecommunications Technology
- ♦ Tourism & Travel Management



Gerontology



COASTLINE REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 1001 Presidio Square, Costa Mesa, CA 92626

Phone: (714) 979-1955 ♦ **Fax:** (714) 557-6812

Web Site: www.coastlinerop.k12.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate



SALES & MARKETING

Programs or Courses Offered:

- ♦ Accounting & Computer Science
- ♦ Advertising
- ♦ Automotive Mechanics
- ♦ Banking & Financial Support Services
- ♦ Business Communications
- ♦ Child Care Providers
- ♦ Computer Systems Networking
- ♦ Construction Engineering Technology
- ♦ Culinary Arts
- ♦ Dental Assistant
- ♦ Hotel Management
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Medical Assistant
- ♦ Medical Records Administration
- ♦ Merchandising & Sales Operations
- ♦ Paramedic
- ♦ Prepress/Desktop Publishing
- ♦ Theater Design & Technology
- ♦ Tourism & Travel Services
- ♦ Veterinary Assistant



CULINARY ARTS



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

COLLEGE OF AUTOMOTIVE MANAGEMENT

Address: 6 Hutton Center Dr., Suite 30, Santa Ana, CA 92707

Phone: (714) 755-6835 ♦ **Fax:** (714) 755-6836

Web Site: www.collegeofautomotive.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma



Programs or Courses Offered:

- ♦ Business Management & Operations
- ♦ E-Commerce
- ♦ Financial Management
- ♦ Retail Operation
- ♦ Vehicle & Vehicle Parts & Accessories Marketing Operations

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

COLLEGE OF INFORMATION TECHNOLOGY

Address: 2701 E. Chapman Ave., Suite 101, Fullerton, CA 92831

Phone: (714) 879-5100 ♦ **Fax:** (714) 879-2272

Web Site: www.collegeofit.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma



Programs or Courses Offered:

- ♦ Business Communication
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Information Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

COMP USA TRAINING SUPERCENTER

Address: 9430 Warner Ave., Fountian Valley, CA 92708

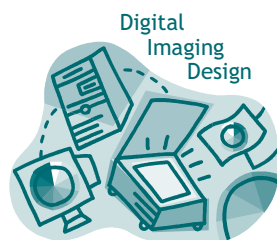
Phone: (714) 965-4250 ♦ **Fax:** (714) 965-4285

Web Site: www.compusa.com

School Type: Private Business or Technical School

Accreditation: Microsoft Certified Solutions Provider; Novell Authorized Education Center

Degree: Diploma



Programs or Courses Offered:

- ♦ Accounting & Bookkeeping Technology
- ♦ Commercial Art
- ♦ Computer Programming
- ♦ Computer Sciences
- ♦ Computer Systems Analyst
- ♦ Computer Systems Networking
- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Prepress/Desktop Publishing & Digital Image Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

COMPUTER & ELECTRONIC SCHOOL OF ANAHEIM

Address: 7439 La Palma Ave., Buena Park, CA 90620

Phone: (714) 254-1070 ♦ **Fax:** (714) 527-4724

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Administrative Assistant
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking
- ♦ Computer Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

COMPUTER EDUCATION INSTITUTE

Address: 2035 E. Ball Road, Suite 100, Anaheim, CA 92806

Phone: (714) 772-6941 ♦ **Fax:** (714) 502-1168

Address: 24551 Raymond Way, Suite 155, Lake Forest, CA 92630

Phone: (949) 472-4192 ♦ **Fax:** (949) 609-1567

Web Site: www.computer-education.com

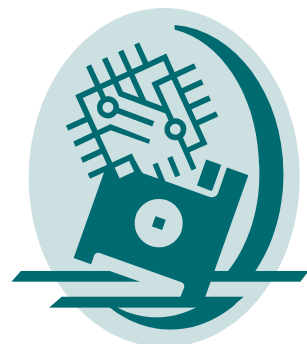
School Type: Private Business or Technical School

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting & Business Management
- ♦ Computer & Information Sciences
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking
- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Medical Administrative Assistant
- ♦ Word Processing



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CONCORDE CAREER INSTITUTE

Address: 12951 Euclid St., Suite 101, Garden Grove, CA 92840

Phone: (714) 635-3450 ♦ **Fax:** (714) 530-4737

Web Site: www.concordecareercolleges.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Dental Assistant
- ♦ Medical Administrative Assistant
- ♦ Medical Assistant
- ♦ Medical Records Technician
- ♦ Nursing Assistant
- ♦ Pharmacy Technician
- ♦ Respiratory Care Therapist



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CONCORDIA UNIVERSITY

Address: 1530 Concordia West, Irvine, CA 92612

Phone: (949) 854-8002 ♦ **Fax:** (949) 854-6854

Web Site: www.cui.edu

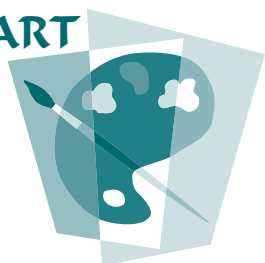
School Type: Private 4 or More Year College or University

Accreditation: Accrediting Commission for Senior Colleges & Universities;
Western Association of Schools & Colleges

Degree: Bachelor's Degree & Master's Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ART



Selection of Programs or Courses Offered:

- ♦ Accounting
- ♦ Art
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communications
- ♦ Computer & Information Sciences
- ♦ Education
- ♦ Health & Physical Education
- ♦ Liberal Studies
- ♦ Literature
- ♦ Marketing
- ♦ Music
- ♦ Political Science
- ♦ Pre-Law Studies
- ♦ Pre-Medical Studies
- ♦ Psychology
- ♦ Sales, Distribution & Marketing Operations
- ♦ Social Work
- ♦ Sport & Fitness Education & Management



SPORT & FITNESS

CONTRACTOR'S LICENSE EXAM CENTER, INC.

Address: 18682 Beach Blvd. #100, Huntington Beach, CA 92648

Phone: (800) 480-7277 ♦ **Fax:** (714) 378-4504

Web Site: www.clecinc.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

Programs or Courses Offered:

- ♦ Construction Inspector
- ♦ Construction Trades



CONTRACTORS STATE LICENSE SCHOOLS

Address: 530 W. Katella Ave., Orange, CA 92867

Phone: (714) 289-9107 ♦ **Fax:** (714) 289-9118

Web Site: www.cslscorp.com



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Construction Inspector
- ♦ Construction Engineering Technology
- ♦ Construction Trades

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CSI, BRYMAN COLLEGE

Address: 511 N. Brookhurst, Suite 300, Anaheim, CA 92801

Phone: (714) 953-6500 ♦ **Fax:** (714) 953-4163

Web Site: www.bryman-college.com

School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education

Degree: Diploma



PHARMACY

Programs or Courses Offered:

- ♦ Business Operations Support
- ♦ Dental Assistant
- ♦ Medical Assistant
- ♦ Medical Insurance Specialist
- ♦ Medical Office Assistant
- ♦ Pharmacy Technician

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

CYPRESS COLLEGE CONTINUING EDUCATION CENTER

Address: 9200 Valley View, Cypress, CA 90630

Phone: (714) 484-7038 ♦ **Fax:** (714) 952-2753

Web Site: www.sce.cc.ca.us

School Type: Public Adult School with Occupational Programs

Accreditation: Accrediting Commission for Community & Junior Colleges

Degree: Certificate

Programs or Courses Offered:

- ♦ Automotive Mechanics
- ♦ Bartending Skills
- ♦ Child Care Provider
- ♦ Construction Engineering Technology
- ♦ Culinary Arts
- ♦ Electrical Engineering Technology
- ♦ Financial Planning
- ♦ Hospitality Management
- ♦ Management Information Systems
- ♦ Medical Assistant



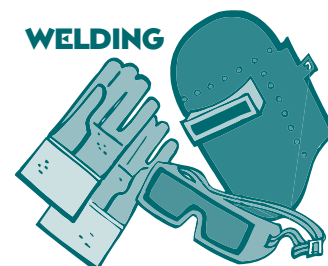
Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

CYPRESS COMMUNITY COLLEGE**Address:** 9200 Valley View, Cypress, CA 90630**Phone:** (714) 484-7302 ♦ **Fax:** (714) 826-6723**Web Site:** www.cypresscollege.org**School Type:** Community College**Accreditation:** Accrediting Commission for Community & Junior Colleges;
Western Association of Schools & Colleges**Degree:** Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

Programs or Courses Offered:

- ♦ Accounting
- ♦ Administrative Assistant
- ♦ Aerospace Science
- ♦ Airline Pilot & Flight Crew
- ♦ The Arts (Dance, Music, Photography, Theater)
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Aviation Management
- ♦ Computer & Information Sciences
- ♦ Computer Graphics
- ♦ Computer Programming
- ♦ Criminal Justice
- ♦ Culinary Arts
- ♦ Data Entry
- ♦ Dental Assistant
- ♦ Drafting & Design Technology
- ♦ Food Service
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Technology
- ♦ Hospitality & Recreation Management & Marketing
- ♦ Legal Assistant
- ♦ Liberal Arts
- ♦ Marketing, Sales & Merchandising
- ♦ Medical Insurance Specialist
- ♦ Medical Records Technician
- ♦ Nursing
- ♦ Prepress, Desktop Publishing & Digital Image Design
- ♦ Psychology & Counseling
- ♦ Radiologic Technology
- ♦ Restaurant Management
- ♦ Small Business Administration
- ♦ Tourism & Travel Management
- ♦ Web Page & Multimedia Design
- ♦ Welding Technology



DATATRRAIN INSTITUTE, INC.

Address: 4510 E. Pacific Coast Highway, Long Beach, CA 90804

Phone: (800) 832-8287

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Engineering Technology
- ❖ Computer Systems Networking
- ❖ Web Page, Multimedia & Information Resources Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

DETECTIVE TRAINING INSTITUTE

Mailing Address: P.O. Box 909, San Juan Capistrano, CA 92693-9923

Physical Address: 3410-G West McArthur Blvd., Santa Ana, CA 92704

Phone: (888) 425-9338 ❖ **Fax:** (949) 498-4751

Web Site: www.detectivetraining.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma

Programs or Courses Offered:

- ❖ Security & Loss Prevention



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

DMC AUTOMOTIVE TRAINING SCHOOL, INC.

Address: 530 Cameron St., Placentia, CA 92870

Phone: (714) 528-8336 ❖ **Fax:** (714) 528-8303

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ❖ Automotive Mechanics
- ❖ Diesel Mechanics Technology
- ❖ Vehicle Maintenance & Repair



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

E-GATE COLLEGE**Address:** 2070 Business Dr., Suite 105, Irvine, CA 92612**Phone:** (949) 475-1057**Web Site:** www.e-gatecollege.com**School Type:** Private 4 or More Year College or University**Accreditation:** Bureau for Private Postsecondary & Vocational Education**E-COMMERCE****Programs or Courses Offered:**

- ❖ Accounting
- ❖ Business Technology
- ❖ Computer & Information Technology
- ❖ Database Administration
- ❖ E-Commerce
- ❖ Information Technology
- ❖ Office Management
- ❖ Telecommunications Technology
- ❖ Web & Multimedia Management

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

ENFORCEMENT TRAINERS INC.**Address:** 1935 N. Enterprise St., Orange, CA 92865**Phone:** (714) 921-8990**Web Site:** www.enforcementtrainers.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Programs or Courses Offered:**

- ❖ Security & Loss Prevention
- ❖ Security & Protective Services

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

EXECUTIVE 2000 INC.**Address:** 2041 Business Center Drive, Suite 107, Irvine, CA 92612**Phone:** (949) 794-9090 ❖ **Fax:** (949) 794-9094**Web Site:** www.computertrainingschools.com/exe2000**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer Systems Networking
- ❖ Data Processing
- ❖ Management Information Systems
- ❖ Web Page, Digital & Multimedia Design

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

EXECUTRAIN OF GREATER LOS ANGELES

Address: 17877 Von Karman Ave., Suite 150, Irvine, CA 92614
Phone: (800) 300-6440 ❖ **Fax:** (949) 221-0333
Web Site: www.executrain.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:

- ❖ Computer & Information Sciences
- ❖ Computer Systems Networking
- ❖ Data Processing

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

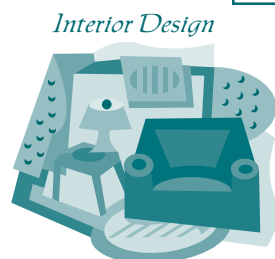
THE FASHION INSTITUTE OF DESIGN & MERCHANDISING

Address: 17590 Guillete Ave., Irvine, CA 92614
Phone: (949) 851-6200 ❖ **Fax:** (949) 851-6808
Web Site: www.fidm.com

School Type: Private Business or Technical School
Accreditation: Accrediting Commission for Community & Junior Colleges;
 National Association of Schools of Art & Design;
 Western Association of Schools & Colleges
Degree: Certificate & Associate Degree

Programs or Courses Offered:

- ❖ Design & Visual Communications
- ❖ Fashion Design
- ❖ Fashion Merchandising
- ❖ Interior Design



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

FULLERTON COMMUNITY COLLEGE

Address: 321 E. Chapman Ave., Fullerton, CA 92832

Phone: (714) 992-7000 ♦ **Fax:** (714) 447-4097

Web Site: www.fullcoll.edu

School Type: Community College

Accreditation: Accrediting Commission for Community & Junior Colleges;
California State Department of Education (Courses Only);
Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



NUTRITION SCIENCES

Programs or Courses Offered:

- ♦ Accounting
- ♦ The Arts (Dance, Music, Photography & Theater)
- ♦ Automotive Mechanics
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Business Communication
- ♦ Child Care Management
- ♦ Computer Programming
- ♦ Computer Science
- ♦ Construction Management
- ♦ Cosmetology
- ♦ Criminal Justice
- ♦ Drafting & CAD (Architectural & Electrical)
- ♦ Engineering (Civil & Electrical)
- ♦ Environmental Studies
- ♦ Fashion Design
- ♦ Finance & Financial Planning
- ♦ Graphic Communications
- ♦ Health & Physical Education
- ♦ Horticultural Science
- ♦ Interior Design
- ♦ International Business
- ♦ Journalism
- ♦ Legal Assistant
- ♦ Leisure & Recreational Activities
- ♦ Machine Tool Technology
- ♦ Management Information Systems
- ♦ Marine Biology & Oceanography
- ♦ Marketing
- ♦ Nutrition Sciences
- ♦ Printing Press Operator
- ♦ Psychology
- ♦ Radio & Television
- ♦ Social Sciences
- ♦ Taxation
- ♦ Welding Technology



GARDEN GROVE ADULT EDUC. & REGIONAL OCCUPATIONAL PROG. (ROP)

Address: 11852 Knott St., Garden Grove, CA 92845

Phone: (714) 663-6525 ♦ **Fax:** (714) 901-7032

Web Site: www.ggadulthoodeducation.org

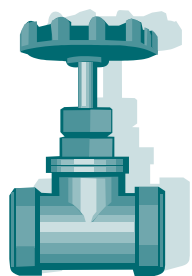
School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting & Bookkeeping
- ♦ Clerical Services
- ♦ Communications Systems Installation & Repair
- ♦ Computer Repair Technology
- ♦ Computer Software & Media
- ♦ Construction Trades
- ♦ Cosmetology
- ♦ Data Entry
- ♦ Education
- ♦ Graphic Design
- ♦ Management Information Systems
- ♦ Photography
- ♦ Pipefitting
- ♦ Prepress/Desktop Publishing
- ♦ Speech & Communication



Pipefitting

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes



GENDARME INSTITUTE

Address: 12831 Western Ave., Suite A, Garden Grove, CA 92841

Phone: (714) 539-7701 ♦ **Fax:** (714) 891-6964

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer & Information Sciences
- ♦ Computer Hardware
- ♦ Data Entry
- ♦ Medical Administration
- ♦ Security & Loss Prevention

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No



GERONTOLOGY TRAINING INSTITUTE

Address: 214 Hospital Circle, Suite 3, Westminster, CA 92683
Phone: (714) 893-3050 ♦ **Fax:** (714) 893-4676

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

Programs or Courses Offered:

- ♦ Adult Development & Aging
- ♦ Mental & Social Health Services
- ♦ Nursing Assistant

GOLDEN WEST COLLEGE

Address: 15744 Golden West St., Huntington Beach, CA 92647
Phone: (714) 892-7711 ♦ **Fax:** (714) 895-8960
Web Site: www.gwc.cccd.edu

School Type: Community College
Accreditation: Accrediting Commission for Community & Junior Colleges;
 Western Association of Schools & Colleges
Degree: Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

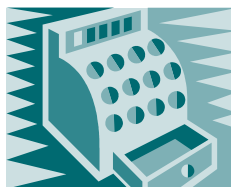
Programs or Courses Offered:

- ♦ Accounting
- ♦ Architecture
- ♦ The Arts (Dance, Music, Photography, Theater & Visual Art)
- ♦ Automotive Engineering Technology
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Communication
- ♦ Computer Science
- ♦ Cosmetology
- ♦ Criminal Justice
- ♦ Diesel Mechanics Technology
- ♦ Drafting & Design Technology
- ♦ Education
- ♦ Engineering Technology
- ♦ Health & Physical Education
- ♦ Information Science
- ♦ Journalism
- ♦ Library Science
- ♦ Management Science
- ♦ Marketing
- ♦ Nursing
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Psychology
- ♦ Real Estate



GOODWILL INDUSTRIES OF ORANGE COUNTY

Address: 410 N. Fairview St., Santa Ana, CA 92703
Phone: (714) 547-6308 ♦ **Fax:** (714) 541-6531
Web Site: www.ocgoodwill.org



School Type: Apprenticeship Program

Accreditation: Bureau for Private Postsecondary & Vocational Education

Programs or Courses Offered:

- ♦ Computer Installation & Repair
- ♦ Electronics Maintenance & Repair
- ♦ Personal & Culinary Services
- ♦ Retail Operations

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

H & R BLOCK TAX SCHOOL

Address: 12807 Beach Blvd., Stanton, CA 90680
Phone: (714) 891-3835 ♦ **Fax:** (714) 677-0036
Address: 2274 E. Lincoln Ave., Anaheim, CA 92806
Phone: (714) 991-3255 ♦ **Fax:** (714) 991-6523
Web Site: www.hrblock.com



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
 California Tax Education Council

Degree: Certificate

Programs or Courses Offered:

- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

HEALTH SCIENCE ASSOCIATES

Address: 10771 Noel St., Los Alamitos, CA 90720
Phone: (714) 220-3922 ♦ **Fax:** (714) 220-2081
Web Site: www.healthscience.com



School Type: Private Business or Technical School

Accreditation: CA Occupational Safety & Health Administration; Dept. of Health Svcs.

Degree: Certificate

Programs or Courses Offered:

- ♦ Environmental Engineering Technology
- ♦ Hazardous Materials Management

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

HEALTH STAFF TRAINING INSTITUTE

Address: 1505 E. 17th St., Santa Ana, CA 92705
Phone: (714) 543-9828 ♦ **Fax:** (714) 543-9835



School Type: Private Business or Technical School

Accreditation: Accrediting Bureau of Health Education Schools;
 Bureau for Private Postsecondary & Vocational Education

Degree: Diploma & Certificate

Programs or Courses Offered:

- ♦ Clinical Laboratory Assistant
- ♦ Medical Assistant
- ♦ Pharmacy Technician

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

HERMANDAD TRAINING CENTER**Address:** 825 N. Broadway, Santa Ana, CA 92701**Phone:** (714) 541-0250**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Accounting Technology
- ❖ Administrative Assistant & Secretarial Science
- ❖ Data Entry
- ❖ Legal Assistant

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

HI TEK SOLUTIONS INC.**Address:** 2361 Campus Dr., Suite 107, Irvine, CA 92612**Phone:** (949) 474-8270 ❖ **Fax:** (949) 474-8272**Web Site:** www.hitekolutions.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer & Information Sciences
- ❖ Computer Engineering
- ❖ Computer Installation & Repair
- ❖ Computer Programming
- ❖ Computer Security
- ❖ Networking & Telecommunications
- ❖ Multimedia Management

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

HOPE INTERNATIONAL UNIVERSITY**Address:** 2500 E. Nutwood Ave., Fullerton, CA 92831**Phone:** (714) 879-3901 ❖ **Fax:** (714) 879-1041**Web Site:** www.hiu.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Accrediting Commission for Senior Colleges & Universities;
Western Association of Schools & Colleges**Degree:** Diploma, Certificate & Associate, Bachelor's & Master's Degrees**Programs or Courses Offered:**

- ❖ The Arts (Drama, Music & Voice)
- ❖ Business Administration
- ❖ Child Development
- ❖ Communications Technologies
- ❖ Computer Science
- ❖ Education
- ❖ Finance
- ❖ Health & Physical Education
- ❖ Psychology & Counseling



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes

HUNTINGTON BEACH ADULT SCHOOL

Address: 16666 Tunstall Lane, Huntington Beach, CA 92647

Phone: (714) 847-2873 ♦ **Fax:** (714) 841-2283

Web Site: www.hbuhdsd.k12.ca.us/adlt

School Type: Public Adult School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Certificate

Programs or Courses Offered:

- ♦ Automotive Mechanics
- ♦ Cosmetology
- ♦ Home Health Aide
- ♦ Medical Assistant



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

ICTP TRAINING TECHNOLOGY

Address: 731 E. Ball Road, Suite 100, Anaheim, CA 92805

Phone: (714) 520-4062 ♦ **Fax:** (714) 774-1407

Web Site: www.ictp.com

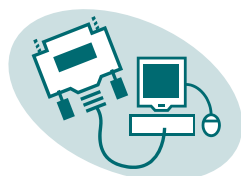
School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Engineering
- ♦ Computer Systems Security
- ♦ Hardware & Software
- ♦ Networking & Telecommunications
- ♦ Systems Administration



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

INFOTEC

Address: 3100 S. Harbor Blvd., Suite 10, Santa Ana, CA 92704

Phone: (714) 755-7120 ♦ **Fax:** (714) 966-9330

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



INSTITUTE OF NETWORK TECHNOLOGY

Address: 1901 Fourth St., Suite 310, Santa Ana, CA 92705

Address: 9918-B Katella Ave., Garden Grove, CA 92840

Phone: (562) 424-9200 ♦ **Fax:** (714) 774-1407

Web Site: www.networktraining.verizonsupersite.com



School Type: Private Business or Technical School

Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Management Information Systems

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

INTERCOAST COLLEGE

Address: 1631 N. Bristol St., Suite 200, Santa Ana, CA 92706

Phone: (714) 560-6900 ♦ **Fax:** (714) 560-6909

Web Site: www.intercoastcolleges.com

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education

Degree: Diploma & Certificate



Programs or Courses Offered:

- ♦ Accounting
- ♦ Data Processing
- ♦ Legal & Medical Assistants
- ♦ Tourism Promotion Operations

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

INTERIOR DESIGNERS INSTITUTE

Address: 1061 Camelback Road, Newport Beach, CA 92660

Phone: (949) 675-4451 ♦ **Fax:** (949) 759-0667

Web Site: www.idi.edu



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate, Associate Degree & Bachelor's Degree

Programs or Courses Offered:

- ♦ Interior Design

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

INTERNATIONAL SUSHI ACADEMY

Address: 6771 Beach Blvd., Suite A, Buena Park, CA 90621

Phone: (714) 488-0701



Accreditation: Bureau for Private Postsecondary & Vocational Education

Programs or Courses Offered:

- ♦ Culinary Arts

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

IRVINE ADULT SCHOOL

Address: 311 West Yale Loop, Suite 3, Irvine, CA 92604

Phone: (949) 936-7453 ♦ **Fax:** (949) 936-7459

Web Site: www.irvineadultschool.com

School Type: Public Adult School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Certificate



Programs or Courses Offered:

- ♦ The Arts (Ceramics, Dance, Theater & Visual Art)
- ♦ Communication Studies
- ♦ Data Processing
- ♦ Management Information Systems
- ♦ Teaching Assistants
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

IRVINE VALLEY COLLEGE

Address: 5500 Irvine Center Drive, Irvine, CA 92618

Phone: (949) 451-5100 ♦ **Fax:** (949) 451-5370

Web Site: www.ivc.edu

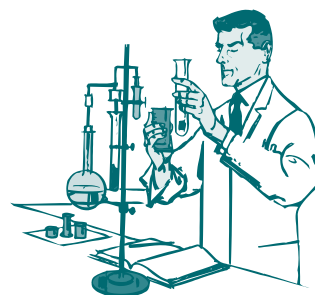
School Type: Community College

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Banking & Financial Services
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Computer & Information Sciences
- ♦ Computer Networking & Telecommunications
- ♦ Criminal Justice
- ♦ Drafting & Design Technology
- ♦ Electrical Engineering Technology
- ♦ Engineering
- ♦ Health & Physical Education
- ♦ Journalism
- ♦ Laser & Optical Technology
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Nutrition Sciences
- ♦ Performing Arts (Music Theory, Composition & Performance, Theater & Voice)
- ♦ Psychology
- ♦ Social Sciences
- ♦ Visual Arts (Art History, Drawing, Fine Art, & Painting)



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



ITT TECHNICAL INSTITUTE

Address: 525 N. Muller Ave., Anaheim, CA 92801

Phone: (714) 535-3700 ♦ **Fax:** (714) 535-1802

Web Site: www.itt-tech.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma, Associate Degree & Bachelor's Degree



Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Computer Software
- ♦ Computer Systems Networking & Telecommunications
- ♦ Drafting & Design Technology
- ♦ Electrical Engineering Technology
- ♦ Web & Multimedia Management

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

JACKSON HEWITT TAX SCHOOL

Address: 3002 W. Lincoln Ave., Anaheim, CA 92801

Phone: (714) 995-6000 ♦ **Fax:** (714) 773-6294

Address: 1331 S. Harbor Blvd., Fullerton, CA 92832

Phone: (714) 773-5005 ♦ **Fax:** (714) 773-6294

Web Site: www.jacksonhewitt.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Taxation

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

KAPLAN EDUCATIONAL CENTER

Address: 2646 Dupont Dr., Suite 50, Irvine, CA 92612

Phone: (949) 756-2954 ♦ **Fax:** (949) 756-7040

Web Site: www.kaplan.com

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education



Programs or Courses Offered:

- ♦ Accounting Services
- ♦ Dental Services
- ♦ Medical Services
- ♦ Nursing Services

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

KELLER GRADUATE SCHOOL OF MANAGEMENT (DEVRY UNIVERSITY)

Address: 3333 Michelson Dr., Suite 420, Irvine, CA 92612

Phone: (949) 752-5631 ♦ **Fax:** (949) 752-5637

Web Site: www.keller.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Commission on Institutions of Higher Education

Degree: Certificate & Master's Degree



Programs or Courses Offered:

- ♦ Accounting & Finance
- ♦ Business Administration
- ♦ Computer Systems Networking & Telecommunications
- ♦ Human Resources Management
- ♦ Information Resources Management
- ♦ Management Information Systems
- ♦ Public Administration

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

KENSINGTON COLLEGE

Address: 2428-D N. Grand Ave., Santa Ana, CA 92705

Phone: (714) 542-8086 ♦ **Fax:** (714) 245-2425

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Independent Colleges & Schools;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Clerical Services
- ♦ Legal Assistant
- ♦ Receptionist

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

LAGUNA BEACH ADULT EDUCATION

Address: 550 Blumont St., Laguna Beach, CA 92651

Phone: (949) 497-7700 ♦ **Fax:** (949) 497-7710

School Type: Public Adult School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate



Programs or Courses Offered:

- ♦ Communication Studies
- ♦ Computer Installation & Repair Technology
- ♦ Computer Systems Networking & Telecommunications
- ♦ Management Information Systems

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

LARSON TRAINING CENTERS

Address: 2041 W. Orangewood Ave., Orange, CA 92668

Phone: (714) 634-1800 ♦ **Fax:** (714) 634-0437

Web Site: www.larsontraining.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting Technology
- ♦ Business Operations Support
- ♦ Clerical Services
- ♦ Data Processing Technology
- ♦ Medical Records Technology
- ♦ Medical Secretary
- ♦ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

LEARNING TREE UNIVERSITY

Address: 265 McCormick Ave., Costa Mesa, CA 92626

Phone: (714) 427-0588 ♦ **Fax:** (714) 427-0587

Web Site: www.ltuonline.com

School Type: Private Business or Technical School

Accreditation: Accrediting Council for Continuing Education & Training;
Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting
- ♦ Business Administration
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Data Processing Technology
- ♦ Financial Planning & Management
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Merchandising & Sales
- ♦ Medical Transcription
- ♦ Purchasing
- ♦ Tourism & Travel Management
- ♦ Visual Arts

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No



LINOGRAPHICS INC.

Address: 770 N. Main St., Suite J, Orange, CA 92868

Phone: (714) 639-0511 ♦ **Fax:** (714) 639-3912

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Commercial & Advertising Art
- ♦ Management Information Systems
- ♦ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

MARR CONSTRUCTION MANAGEMENT INSTITUTE

Address: 837 W. Lambert Rd., Brea, CA 92821

Phone: (714) 529-8650 ♦ **Fax:** (714) 529-4151

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Construction Engineering
- ♦ Construction Inspection & Management

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MARTIAL ARTS SECURITY TRAINING ACADEMY

Address: 2024 N. Broadway, Suite 205, Santa Ana, CA 92706

Phone: (714) 547-2566 ♦ **Fax:** (714) 547-0154

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Security & Loss Prevention Services

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

MEDICAL INSTITUTE VOCATIONAL SCHOOL

Address: 479 N. Tustin Ave., Orange, CA 92667

Phone: (714) 633-2419 ♦ **Fax:** (714) 633-4656

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Clerical Services
- ♦ Computer Installation & Repair
- ♦ Medical Assistant
- ♦ Medical Secretary

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

MONTEREY PARK COLLEGE**Address:** 12362 Beach Blvd., Suite 100, Stanton, CA 90680**Phone:** (714) 901-9447 ♦ **Fax:** (714) 901-9454**Web Site:** www.montereyparkcollege.com**School Type:** Private Business or Technical School**Accreditation:** Accrediting Council for Independent Colleges & Schools;
Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)**Degree:** Diploma**Programs or Courses Offered:**

- ♦ Accounting Technology
- ♦ Computer Systems Networking & Telecommunications
- ♦ Computer Technology
- ♦ Data Processing

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

MTI COLLEGE**Address:** 3011 W. Chapman Ave., Orange, CA 92668**Phone:** (714) 385-1132 ♦ **Fax:** (714) 385-1893**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ♦ Administrative Assistant
- ♦ Computer & Information Science
- ♦ Electrical & Electronics Drafting & CAD
- ♦ Engineering
- ♦ Legal Assistant
- ♦ Tourism & Travel Marketing Operations

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

NATIONAL BUSINESS REVIEW FOUNDATION**Address:** 8001 Irvine Center Dr., Irvine, CA 92618**Phone:** (949) 753-9521 ♦ **Fax:** (949) 753-9524**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



NATIONAL TOOLING & MACHINING ASSOCIATION TRAINING

Address: 3036 Enterprise St., Costa Mesa, CA 92626

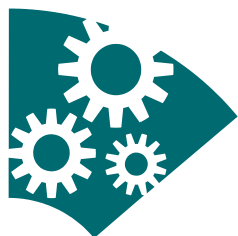
Phone: (714) 545-3202 ♦ **Fax:** (714) 545-3624

Web Site: www.ntmatrainingcenters.org

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Engineering
- ♦ Computer Programming
- ♦ Machine Shop Technology
- ♦ Machine Tool Technology
- ♦ Mechanical Engineering Technology
- ♦ Tool & Die Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

NATIONAL UNIVERSITY

Address: 3390 Harbor Blvd., Costa Mesa, CA 92626

Phone: (714) 429-5100 ♦ **Fax:** (714) 429-5307

Web Site: www.nu.edu

School Type: Private 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Associate, Bachelor's & Master's Degrees

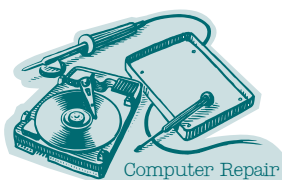


Programs or Courses Offered:

- ♦ Biological & Physical Sciences
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Criminal Justice
- ♦ Education
- ♦ Engineering
- ♦ Financial Management
- ♦ Health Care Administration
- ♦ Management
- ♦ Marketing
- ♦ Nursing Administration
- ♦ Psychology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



NETSYSTEMS SOFTWARE TRAINING INC.**Address:** 525 N. Cabrillo Park Dr., Santa Ana, CA 92701**Phone:** (714) 543-6869 ♦ **Fax:** (714) 543-8194**Web Site:** www.net-system.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Computer Hardware Technology
- ❖ Computer Installation & Repair
- ❖ Computer Programming
- ❖ Computer Systems Networking & Telecommunications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

NEW HORIZONS COMPUTER LEARNING CENTER**Address:** 1900 S. State College Blvd., Anaheim, CA 92806**Phone:** (714)556-1220 ♦ **Fax:** (714) 436-6382**Web Site:** www.newhorizons.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education; Microsoft Certified Solutions Provider; Novell Authorized Education Center**Degree:** Certificate**Programs or Courses Offered:**

- ❖ Accounting & Computer Science
- ❖ Clerical Services
- ❖ Computer Programming
- ❖ Computer Systems Networking & Telecommunications
- ❖ Data Processing
- ❖ Design & Visual Communications
- ❖ Graphic & Printing Equipment Operation
- ❖ Microcomputer Applications
- ❖ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

NEWBRIDGE COLLEGE**Address:** 1840 E. 17th St., Suite 140, Santa Ana, CA 92705**Phone:** (714) 550-8000 ♦ **Fax:** (714) 550-6740**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ❖ Clerical Services
- ❖ Clinical Laboratory Technology
- ❖ Computer & Information Sciences
- ❖ Medical Office Management
- ❖ Medical Assistant
- ❖ Surgical Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

NEWPORT-MESA ADULT SCHOOL

Address: 425 E. 18th St., Costa Mesa, CA 92627

Phone: (949) 515-6565 ♦ **Fax:** (949) 515-5350

School Type: Public Adult School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Diploma & Certificate

Programs or Courses Offered:

- ♦ Clerical Services
- ♦ Data Processing
- ♦ Receptionist



Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

NEWPORT UNIVERSITY

Address: 20101 SW Birch St., Suite 120, Newport Beach, CA 92660

Phone: (949) 757-1155 ♦ **Fax:** (949) 757-1156

Web Site: www.newport.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Associate Degree, Bachelor's Degree & Master's Degree

Programs or Courses Offered:

- ♦ Behavioral Sciences
- ♦ Business Administration
- ♦ Law
- ♦ Psychology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

NEWTON INTERNATIONAL COLLEGE

Address: 8762 Garden Grove Blvd., Garden Grove, CA 92844

Phone: (714) 530-9288 ♦ **Fax:** (714) 530-9291

Address: 4255 Campus Dr., Suite A-250, Irvine, CA 92612

Phone: (949) 509-9288 ♦ **Fax:** (949) 509-9871

Web Site: www.nac.edu

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Business Communication
- ♦ Clerical Services
- ♦ Computer Programming
- ♦ Data Processing
- ♦ Dental Laboratory Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

NORTH ORANGE COUNTY REGIONAL OCCUPATIONAL PROG. (ROP)

Main Office: 2360 W. La Palma Ave., Anaheim, CA 92801

Phone: (714) 502-5858 ♦ **Fax:** (714) 776-3880

Acacia Facility: 301 S. Acacia, Fullerton, CA 92831

Phone: (714) 502-5900 ♦ **Fax:** (714) 525-6621

East Ball Facility: 1617 E. Ball Rd., Anaheim, CA 92805

Phone: (714) 502-5950 ♦ **Fax:** (714) 635-1297

Sequoia Facility: 2208 Sequoia, Anaheim, CA 92801

Phone: (714) 502-5980 ♦ **Fax:** (714) 254-7269

Web Site: www.nocrop.tec.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: California State Department of Education (Courses Only)

Degree: Diploma & Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No



Selected Programs or Courses Offered:

- ♦ Accounting
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Banking & Financial Support
- ♦ Child Care Provider
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking & Telecommunications
- ♦ Construction Trades
- ♦ Culinary Arts
- ♦ Dental Assistant
- ♦ Drafting & Design Technology (Architectural & Electrical)
- ♦ Food Service Administration
- ♦ Graphic & Printing Equipment Operations
- ♦ Health Professions
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance
- ♦ Home Health Aide
- ♦ Hospitality & Recreation Marketing
- ♦ Management Information Systems
- ♦ Medical & Nursing Assistants
- ♦ Nutrition & Wellness
- ♦ Pharmacy Technician
- ♦ Pipefitting
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Restaurant Management
- ♦ Retail Operations
- ♦ Teaching Assistant
- ♦ Tourism & Travel Management
- ♦ Veterinary Assistant
- ♦ Welding Technology



NOVA SOUTHEASTERN UNIVERSITY

Address: 2800 Marguerite Parkway, Mission Viejo, CA 92692

Phone: (949) 475-7580

Web Site: www.nova.edu

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Bachelor's Degree, Master's Degree & Doctorate Degree



Programs or Courses Offered:

- ❖ Business Administration
- ❖ Computer & Information Sciences
- ❖ Criminal Justice
- ❖ Education Administration
- ❖ Pharmacy
- ❖ Psychology & Counseling

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

ORANGE COAST COLLEGE

Address: 2701 Fairview Road, Costa Mesa, CA 92626

Phone: (714) 432-0202 ❖ **Fax:** (714) 432-5957

Web Site: www.orangecoastcollege.com

School Type: Community College

Accreditation: Accrediting Bureau of Health Education Schools; Accrediting Commission for Community & Junior Colleges; California State Department of Health Services; Federal Aviation Administration

Degree: Diploma, Certificate & Associate Degree

Programs or Courses Offered:

- ❖ Accounting
- ❖ Advertising
- ❖ Aircraft Maintenance Technology
- ❖ Airline Pilot & Flight Crew
- ❖ Health & Medical Assisting
- ❖ Architectural & Mechanical Drafting & CAD
- ❖ Architectural Engineering Technology
- ❖ Cardiovascular Technology
- ❖ Child Care Services
- ❖ Computer & Information Sciences
- ❖ Construction Engineering Technology
- ❖ Culinary Arts
- ❖ Dental Assisting
- ❖ Diagnostic Medical Sonography
- ❖ Dietitian



Aircraft Maintenance



Medical Sonography

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered (continued):

- ❖ Electrical Engineering Technology
- ❖ Fashion Apparel Design & Merchandising
- ❖ Food Service Management
- ❖ Health & Physical Education
- ❖ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance
- ❖ Hotel Management
- ❖ Industrial Technology
- ❖ Interior Design
- ❖ Liberal Arts
- ❖ Machine Tool Technology
- ❖ Management Information Systems
- ❖ Marketing Management
- ❖ Medical Transcription
- ❖ Medical Assistant
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Performing Arts (Dance, Music, Speech & Theater)
- ❖ Psychology
- ❖ Radiologic Technology
- ❖ Respiratory Care Therapy
- ❖ Restaurant Management
- ❖ Technical Writing
- ❖ Tourism & Travel Services Marketing
- ❖ Visual Arts (Metal & Jewelry & Photography)
- ❖ Welding Technology



ORANGE COUNTY SCHOOL OF CULINARY ARTS

Address: 201 W. Orangethorpe, Fullerton, CA 92832

Phone: (714) 502-5970 ❖ **Fax:** (714) 738-8510

Web Site: www.nocrop.tec.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

Programs or Courses Offered:

- ❖ Baking & Pastry Arts
- ❖ Culinary Arts
- ❖ Food Service Management
- ❖ Sculpture



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PACIFIC COLLEGE OF BUSINESS

Address: 3160 Redhill Ave., Costa Mesa, CA 92626

Phone: (714) 662-4402 ♦ **Fax:** (714) 662-1702

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Computer Installation & Repair Technology
- ♦ Home Health Aide
- ♦ Medical Assistant
- ♦ Medical Laboratory Assistant
- ♦ Nursing Assistant

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PACIFIC WEST COLLEGE OF LAW

Address: 1380 S. Sanderson Ave., Anaheim, CA 92806

Phone: (714) 535-5661 ♦ **Fax:** (714) 491-2765

School Type: Private 4 or More Year College or University

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Diploma & Doctorate Degree



Programs or Courses Offered:

- ♦ Environmental Studies
- ♦ Law
- ♦ Taxation

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

PLATT COLLEGE

Address: 3901 MacArthur Blvd., Newport Beach, CA 92660

Phone: (949) 851-4991 ♦ **Fax:** (949) 833-0296

Web Site: www.plattcollege.edu

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Associate Degree



Programs or Courses Offered:

- ♦ Commercial & Advertising Art
- ♦ Computer Programming
- ♦ Computer Software & Media Applications
- ♦ Computer Systems Networking & Telecommunications
- ♦ Graphic Design & Visual Communications
- ♦ Information Technology
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Psychology
- ♦ Writing

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

PRACTICAL SCHOOLS

Address: 900 E. Ball Road, Anaheim, CA 92805

Phone: (714) 535-6000 ♦ **Fax:** (714) 535-1538

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

VENTILATION



Programs or Courses Offered:

- ♦ Computer & Information Sciences
- ♦ Drafting & Design Technology/CAD
- ♦ Electronics Maintenance & Repair
- ♦ Heating, Air Conditioning, Ventilation & Refrigeration Maintenance & Repair

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

QPE TECHNICAL INSTITUTE

Address: 1558 N. Gemini Place, Anaheim, CA 92801

Phone: (714) 778-5518 ♦ **Fax:** (714) 778-0292

Web Site: www.qpetech.com

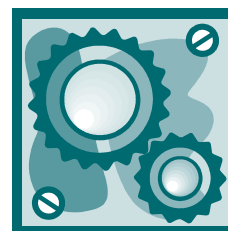
School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer Engineering Technology
- ♦ Machine Shop Technology
- ♦ Machine Tool Technology
- ♦ Plastics Engineering Technology
- ♦ Quality Control Technology



Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

RAMONA'S VOCATIONAL SCHOOLS INC.

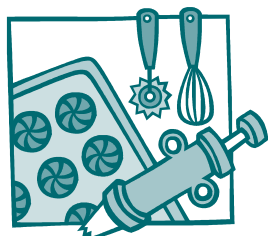
Address: 410 W. Fourth St., Santa Ana, CA 92701

Phone: (714) 542-2849 ♦ **Fax:** (714) 542-6560

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Work Force Investment Act

Degree: Certificate



Programs or Courses Offered:

- ♦ Baking & Pastry Arts
- ♦ Child Care Provider
- ♦ Culinary Arts
- ♦ Precision Production

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

RELIANCE SOFTWARE TRAINING CENTER

Address: 211 E. Imperial Highway, Fullerton, CA 92835

Phone: (714) 578-7999 ♦ **Fax:** (714) 578-7996

Web Site: www.reliancesoft.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Animation & Video Graphics
- ♦ Computer Installation & Repair Technology
- ♦ Computer Programming
- ♦ Data Processing

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SADDLEBACK COLLEGE

Address: 28000 Marguerite Pkwy., Mission Viejo, CA 92692

Phone: (949) 582-4555 ♦ **Fax:** (949) 347-0438

Web Site: www.saddleback.edu

School Type: Community College

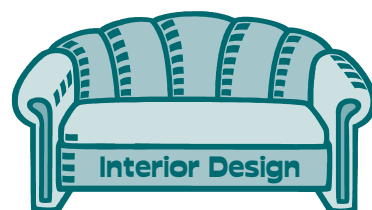
Accreditation: Accrediting Commission for Community & Junior Colleges;
Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Aerospace Science
- ♦ Automotive Engineering Technology
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Communication
- ♦ Computer & Information Sciences
- ♦ Construction Engineering Technology
- ♦ Data Processing
- ♦ Design & Applied Arts
- ♦ Education
- ♦ Electrical Engineering Technology
- ♦ Gerontology
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Medical Assistant
- ♦ Nursing
- ♦ Performing Arts (including Dance, Film, Music, Speech, Theater & Voice)
- ♦ Psychology
- ♦ Tourism & Travel Services Management
- ♦ Visual Arts (including Art History, Drawing, Painting, Photography & Sculpture)

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



SADDLEBACK VALLEY ADULT SCHOOL**Address:** 25598 Diseno Dr., Mission Viejo, CA 92691**Phone:** (949) 837-8830 ♦ **Fax:** (949) 837-1921**Web Site:** www.goadulted.com**School Type:** Public Adult School with Occupational Programs**Accreditation:** Western Association of Schools & Colleges**Degree:** Diploma & Certificate**Programs or Courses Offered:**

- ♦ Accounting
- ♦ Clerical Services
- ♦ Computer Installation & Repair Technology
- ♦ Computer Systems Networking & Telecommunications
- ♦ Culinary Services
- ♦ Data Processing
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Special Education Teaching

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes

SANTA ANA COLLEGE**Address:** 1530 W. 17th St., Santa Ana, CA 92706**Phone:** (714) 564-6000 ♦ **Fax:** (714) 564-6005**Web Site:** www.sac.edu**School Type:** Community College**Accreditation:** Western Association of Schools & Colleges**Degree:** Diploma, Certificate & Associate Degree**Programs or Courses Offered:**

- ♦ Accounting
- ♦ Automotive Engineering Technology
- ♦ Banking & Financial Support Services
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Criminal Justice
- ♦ Data Processing
- ♦ Design & Visual Communication
- ♦ Diesel Mechanics Technology
- ♦ Drafting & Engineering Technology
- ♦ Education
- ♦ Electrical Engineering
- ♦ Exercise Science
- ♦ Health & Physical Education
- ♦ Legal Assistant



Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered (continued):

- ❖ Management Information Systems
- ❖ Marketing
- ❖ Mechanic & Repair Technology
- ❖ Medical Assistant
- ❖ Nursing
- ❖ Performing Arts (Dance, Film Production, Music, Speech, Theater & Voice)
- ❖ Pharmacy Technician
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Psychology
- ❖ Restaurant Management
- ❖ Tourism & Travel Services Management
- ❖ Visual Arts (Art, Ceramics, Drawing, Painting, Photography & Sculpture)
- ❖ Welding Technology
- ❖ Writing



SANTA ANA REGIONAL OCCUPATIONAL PROG. (ROP) - RITCHEY CENTER

Address: 1815 S. Ritchey St., Bldg. 1A, Santa Ana, CA 92705

Phone: (714) 566-8400 ❖ **Fax:** (714) 566-8496

Web Site: www.ropcentralcounty.tec.ca.us

School Type: Secondary School with Occupational Programs

Accreditation: Bureau for Private Postsecondary & Vocational Education;
California State Department of Education (Courses Only)

Degree: Certificate

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

Programs or Courses Offered:

- ❖ Accounting Technology
- ❖ Automotive Mechanics Technology
- ❖ Banking & Financial Support Services
- ❖ Child Care Provider
- ❖ Clerical Services
- ❖ Computer Systems Technology
- ❖ Construction Engineering Technology
- ❖ Criminal Justice
- ❖ Data Processing
- ❖ Dental Assistant
- ❖ Financial Management
- ❖ Hospitality & Recreation Marketing
- ❖ Management Information Systems
- ❖ Medical Assistant
- ❖ Medical Preparatory Programs
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Retail Operations
- ❖ Taxation



SANTIAGO CANYON COLLEGE

Address: 8045 E. Chapman Ave., Orange, CA 92869

Phone: (714) 564-4000 ♦ **Fax:** (714) 564-4379

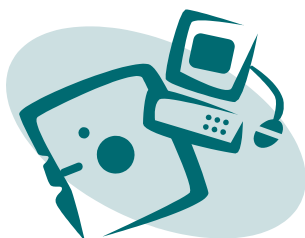
Web Site: www.sccollege.org

School Type: Community College

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	Yes
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	Yes



Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Commercial & Advertising Art
- ♦ Communication & Media Studies
- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Creative Writing
- ♦ Criminal Justice
- ♦ Data Processing
- ♦ Education
- ♦ Health & Physical Education
- ♦ Management Science
- ♦ Marketing
- ♦ Medical Assistant
- ♦ Performing Arts (Dance, Film Production, Music, Speech, Theater & Voice)
- ♦ Physical Sciences
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Psychology
- ♦ Tourism & Travel Services Management
- ♦ Visual Arts (Drawing & Painting)
- ♦ Wastewater Treatment Management
- ♦ Welding Technology



SCHOOL OF SECURITY TECHNOLOGY

Address: 302 W. Katella Ave., Orange, CA 92867

Phone: (714) 633-1366 ♦ **Fax:** (714) 633-0199

Web Site: www.locksmith-school.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Locksmithing & Safe Repair
- ♦ Security & Loss Prevention Services

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

SER/JOBS FOR PROGRESS INC.

Address: 1243 E. Warner Ave., Santa Ana, CA 92705

Phone: (714) 556-8741 ♦ **Fax:** (714) 556-0640

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Business Technology
- ♦ Clerical Services
- ♦ Data Entry

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

SMART DIGITAL TECHNOLOGY INC.

Address: 680 Langsdorf Dr., Suite 108, Fullerton, CA 92831

Phone: (714) 526-6800 ♦ **Fax:** (714) 526-6898

Web Site: www.smartdigital.com



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SNAP-ON TECHNICAL TRAINING SYSTEMS

Address: 4070 Palm St., Suite 706, Fullerton, CA 92835

Phone: (714) 441-1620 ♦ **Fax:** (714) 773-0676

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Automotive Mechanics Technology

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOFT-TRAIN INC.

Address: 1820 E. First St., Suite 200, Santa Ana, CA 92705

Phone: (714) 973-7100 ♦ **Fax:** (714) 973-7133

Web Site: www.soft-train.com



School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate

Programs or Courses Offered:

- ♦ Computer & Information Sciences
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Data Processing
- ♦ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

SOFTWARE EDUCATION OF AMERICA, INC.**Address:** 265 S. Randolph Ave., Brea, CA 92821**Phone:** (888) 318-9750 ♦ **Fax:** (714) 256-1549**Web Site:** www.seaed.com**School Type:** Private Business or Technical School**Accreditation:** Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education;
Microsoft Certified Solutions Provider**Degree:** Certificate**Programs or Courses Offered:**

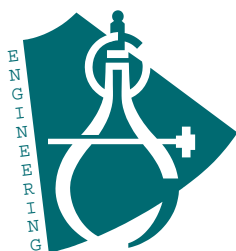
- ♦ Computer & Information Sciences
- ♦ Computer Engineering Technology
- ♦ Computer Installation & Repair Technology
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOUTH COAST COLLEGE**Address:** 2011 W. Chapman Ave., Orange, CA 92806**Phone:** (800) 337-8366 ♦ **Fax:** (714) 867-5026**Web Site:** www.southcoastcollege.com**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate & Associate Degree**Programs or Courses Offered:**

- ♦ Court Reporting
- ♦ Legal Secretary
- ♦ Medical Assistant
- ♦ Medical Transcription
- ♦ Paralegal

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

SOUTHERN CALIFORNIA UNIVERSITY FOR PROFESSIONAL STUDIES**Address:** 1840 E. 17th St., Suite 240, Santa Ana, CA 92705**Phone:** (714) 480-0800 ♦ **Fax:** (714) 480-0834**Web Site:** www.scups.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Diploma & Associate, Bachelor's, Master's, & Doctorate Degrees**Programs or Courses Offered:**

- ♦ Business Administration
- ♦ Engineering
- ♦ Law
- ♦ Liberal Arts
- ♦ Paralegal
- ♦ Psychology

Financial Aid:	No
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

SOUTHERN STATES UNIVERSITY

Address: 16161 Gothard St. South, Huntington Beach, CA 92647
Phone: (714) 841-1360 ♦ **Fax:** (714) 841-1360

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



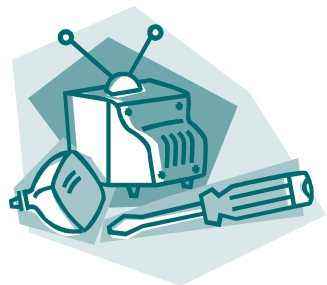
Programs or Courses Offered:
 ♦ Financial Services Marketing Operations

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

SUTECH SCHOOLS

Address: 1855 S. Santa Cruz St., Anaheim, CA 92805
Phone: (714) 939-7860 ♦ **Fax:** (323) 262-0459

School Type: Private Business or Technical School
Accreditation: Accrediting Commission of Career Schools & Colleges of Technology;
 Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:
 ♦ Building Maintenance & Management
 ♦ Clerical Services
 ♦ Computer Technology
 ♦ Data Processing
 ♦ Electronics Maintenance & Repair
 ♦ Machine Shop & Machine Tool Technology
 ♦ Medical Assistant
 ♦ Welding Technology

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

T.E.S.T. NDT INC.

Address: 193 Viking Ave., Brea, CA 92821
Phone: (714) 255-1500 ♦ **Fax:** (714) 255-1580
Web Site: www.testndt.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:
 ♦ Biomedical Technology
 ♦ Electromechanical Technology
 ♦ Instrumentation Technology
 ♦ Quality Control Technology



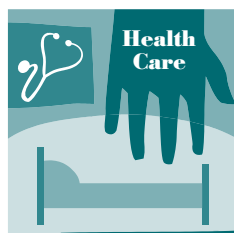
QUALITY CONTROL

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

T.I.D. COMPUTER TRAINING CENTER**Address:** 300 S. Sycamore St., Santa Ana, CA 92705**Phone:** (714) 550-0015 ♦ **Fax:** (714) 550-9965**School Type:** Private Business or Technical School**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Clerical Services
- ♦ Computer Installation & Repair
- ♦ Electronics Maintenance & Repair
- ♦ Sales & Marketing Operations
- ♦ Web Page & Multimedia Design

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

TOURO UNIVERSITY INTERNATIONAL**Address:** 10542 Calle Lee, Suite 102, Los Alamitos, CA 90720**Phone:** (714) 816-0366 ♦ **Fax:** (714) 816-0367**Address:** 5665 Plaza Dr., Third Floor, Cypress, CA 90630**Phone:** (714) 226-9840 ♦ **Fax:** (714) 226-9844**Web Site:** www.tourou.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Southern Association of Colleges & Schools**Degree:** Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree**Programs or Courses Offered:**

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ Computer Networking & Telecommunications
- ♦ Computer Programming
- ♦ Computer Systems Security
- ♦ Educational Administration
- ♦ Health Care Administration
- ♦ Management Information Systems
- ♦ Web Page & Multimedia Design

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

TUSTIN ADULT EDUCATION**Address:** 13780 Orange St., Tustin, CA 92780**Phone:** (714) 730-7395 ♦ **Fax:** (714) 730-4895**Web Site:** www.tustin.k12.ca.us**School Type:** Secondary School with Occupational Programs**Accreditation:** California State Department of Education (Courses Only)**Programs or Courses Offered:**

- ♦ Data Processing
- ♦ Management Information Systems

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

UNION CONTRACTORS LICENSE SCHOOL

Address: 8942 Garden Grove Blvd., Garden Grove, CA 92844
Phone: (714) 537-5830 ♦ **Fax:** (714) 537-5604

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate



Programs or Courses Offered:

- ♦ Construction Engineering Technology
- ♦ Construction Management & Inspection
- ♦ Construction Trades

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	Yes
ESL:	No

UNITED EDUCATION INSTITUTE

Address: 2201 Dupont Dr., Suite 800, Irvine, CA 92612
Phone: (909) 554-1999 ♦ **Fax:** (909) 554-1991

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education



Pharmacy

Programs or Courses Offered:

- ♦ Administrative Assistant
- ♦ Computer Systems Networking & Telecommunications
- ♦ Medical Assistant
- ♦ Pharmacy Technician

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

UNITED TRUCK & CAR DRIVING SCHOOL INC.

Address: 1665 E. 4th St., Suite 216, Santa Ana, CA 92701
Phone: (800) 764-2020 ♦ **Fax:** (619) 296-7424
Web Site: www.drivetrucks.com

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Diploma

Programs or Courses Offered:

- ♦ Truck & Bus Driving



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

UNIVERSAL CAREER INSTITUTE

Address: 1415 E. 17th St., Suite 260, Santa Ana, CA 92705
Phone: (714) 550-1052 ♦ **Fax:** (714) 550-1774
Web Site: www.uci-education.net



Computer Repair

School Type: Private Business or Technical School
Accreditation: Bureau for Private Postsecondary & Vocational Education
Degree: Certificate

Programs or Courses Offered:

- ♦ Administrative Assistant
- ♦ Business Automation
- ♦ Computer Installation & Repair
- ♦ Data Processing
- ♦ Photographic & Video Technician
- ♦ Prepress/Desktop Publishing & Digital Imaging Design
- ♦ Tourism & Travel Services Management

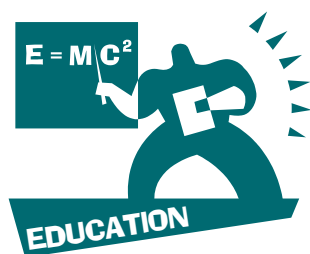
Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	Yes

UNIVERSITY OF CALIFORNIA, IRVINE

Address: 204 Administration, Irvine, CA 92697
Phone: (949) 824-6703 ♦ **Fax:** (949) 824-2711
Web Site: www.uci.edu

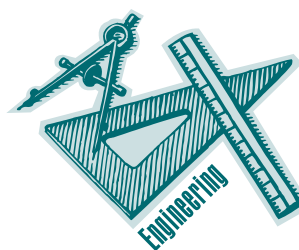
School Type: Public 4 or More Year College or University
Accreditation: Western Association of Schools & Colleges
Degree: Diploma, Bachelor's Degree, Master's Degree & Doctorate Degree

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No



Selected Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Child Development
- ♦ Computer & Information Sciences
- ♦ Creative Writing
- ♦ Earth Sciences
- ♦ Education
- ♦ Engineering (Aerospace, Biomedical, Chemical, Civil, Computer, Development, Electrical, Environmental, Material, Mechanical & Transportation)
- ♦ Humanities
- ♦ International Relations
- ♦ Linguistics
- ♦ Medicine
- ♦ Pharmacology
- ♦ Physical Sciences
- ♦ Psychology
- ♦ Social Sciences
- ♦ Performing Arts (including Acting, Dance, Film, Music & Theater)
- ♦ Visual Arts



UNIVERSITY OF CALIFORNIA, IRVINE EXTENSION

Address: P.O. Box 6050, Irvine, CA 92616-6050

Phone: (949) 834-5194 ♦ **Fax:** (949) 834-2090

Web Site: www.unex.uci.edu

School Type: Public 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Certificate

CAC40	6.380	18MO	↗ + 1.86%
SBF120	4.315	18MO	↗ + 1.69%
SBF250	4.042	18MO	↗ + 1.55%
MIDCAC	2.667	18MO	↗ + 0.10%
INDECE AFT	4.450	18MO	↘ - 0.66%

Investments & Securities

Programs or Courses Offered:

- ❖ Design & Visual Communications
- ❖ Education Administration
- ❖ Engineering
- ❖ Health Professions
- ❖ Information Science
- ❖ Investments & Securities
- ❖ Merchandising, Sales & Marketing
- ❖ Operations Management
- ❖ Paralegal
- ❖ Prepress/Desktop Publishing & Digital Imaging Design
- ❖ Writing

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



Creative Writing

UNIVERSITY OF PHOENIX

Address: 26632 Towne Center Dr., Foothill Ranch, CA 92610

Address: 10540 Talbert Ave., East Tower, Fountain Valley, CA 92708

Phone: (800) 888-1968 ♦ **Fax:** (714) 378-5275

Web Site: www.phoenix.edu

School Type: Private 4 or More Year College or University

Accreditation: Commission on Institutions of Higher Education;
Microsoft Certified System Engineer;

WIA Eligible Training Provider (One or More Programs)

Degree: Diploma, Certificate & Bachelor's, Master's & Doctorate Degrees

Programs or Courses Offered:

- ❖ Accounting
- ❖ Business Administration
- ❖ Computer Systems Networking & Telecommunications
- ❖ Information Science
- ❖ Management Information Systems
- ❖ Nursing

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No



UNIVERSITY OF REDLANDS

Address: 200 E. Sandpointe Ave., Suite 300, Santa Ana, CA 92708

Phone: (714) 549-2006 ♦ **Fax:** (714) 549-2078

Web Site: www.redlands.edu

School Type: Public 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Bachelor's Degree & Master's Degree

Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Chemistry
- ♦ Communication Disorders
- ♦ Community Organization, Resources & Services
- ♦ Computer Science
- ♦ Economics
- ♦ Education
- ♦ Environmental Studies
- ♦ International Relations
- ♦ Liberal Arts
- ♦ Pre-Law
- ♦ Pre-Medicine
- ♦ Psychology

Biological Sciences



Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No



International Relations

US TECHNICAL INSTITUTE

Address: 223 E. Imperial Highway, Fullerton, CA 92835

Phone: (714) 526-0514 ♦ **Fax:** (714) 526-0534

Web Site: www.ustechnicalinstitute.com

School Type: Private Business or Technical School

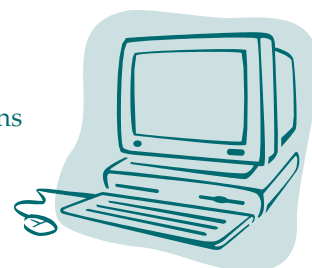
Accreditation: Bureau for Private Postsecondary & Vocational Education; Microsoft Certified Solutions Provider; WIA Eligible Training Provider (One or More Programs)

Degree: Certificate

Programs or Courses Offered:

- ♦ Accounting
- ♦ Administrative Assistant
- ♦ Clerical Services
- ♦ Computer Engineering Technology
- ♦ Computer Installation & Repair
- ♦ Computer Systems Networking & Telecommunications
- ♦ Web & Multimedia Management

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No



VANGUARD UNIVERSITY

Address: 27128-B Paseo Espada, Suite 603, Costa Mesa, CA 92675

Address: 55 Fair Dr., Costa Mesa, CA 92626

Phone: (714) 668-6130 ♦ **Fax:** (714) 668-6194

Web Site: www.vanguard.edu

School Type: Private 4 or More Year College or University

Accreditation: Western Association of Schools & Colleges

Degree: Diploma, Certificate & Associate, Bachelor's & Master's Degrees



Programs or Courses Offered:

- ♦ Accounting
- ♦ Biological Sciences
- ♦ Business Administration
- ♦ Communication
- ♦ Education
- ♦ Liberal Arts
- ♦ Management Information Systems
- ♦ Marketing
- ♦ Performing Arts
- ♦ Psychology & Counseling

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	No
ESL:	No

WEBSTER UNIVERSITY

Address: 2151 Michelson Dr., Suite 160, Irvine, CA 92612

Phone: (949) 250-7855 ♦ **Fax:** (949) 250-7854

Web Site: www.webster.edu/ca

School Type: Private 4 or More Year College or University

Accreditation: Accrediting Commission for Community & Junior Colleges;
Bureau for Private Postsecondary & Vocational Education;
North Central Association of Schools & Colleges

Degree: Diploma, Associate Degree, Bachelor's Degree & Master's Degree



Programs or Courses Offered:

- ♦ Business Administration
- ♦ Computer & Information Sciences
- ♦ International Business

Financial Aid:	Yes
Veteran Approved:	No
Job Placement:	Yes
Career Development:	Yes
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WEST ORANGE COLLEGE

Address: 12865 Main St., Suite 105, Garden Grove, CA 92840

Phone: (714) 530-5000 ♦ **Fax:** (714) 530-5003

Web Site: www.westorangecollege.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education

Degree: Certificate



Programs or Courses Offered:

- ♦ Accounting Technology
- ♦ Clerical Services

Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	Yes

WESTWOOD COLLEGE OF TECHNOLOGY**Address:** 2461 W. La Palma Ave., Anaheim, CA 92801**Phone:** (714) 226-9990 ♦ **Fax:** (714) 226-9991**Web Site:** www.westwood.edu**School Type:** Private Business or Technical School**Accreditation:** Accrediting Commission of Career Schools & Colleges of Technology;
Bureau for Private Postsecondary & Vocational Education**Degree:** Certificate, Associate Degree & Bachelor's Degree**Programs or Courses Offered:**

- ♦ Architectural Drafting & CAD
- ♦ Computer Programming
- ♦ Computer Systems Networking & Telecommunications
- ♦ Design & Visual Communications
- ♦ E-Commerce
- ♦ Prepress/Desktop Publishing & Digital Imaging Design

Financial Aid:	Yes
Veteran Approved:	Yes
Job Placement:	Yes
Career Development:	Yes
Counseling:	Yes
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

WILLIAM HOWARD TAFT UNIVERSITY**Address:** 201 E. Sandpointe Ave., Office 400, Santa Ana, CA 92707**Phone:** (714) 850-4800 ♦ **Fax:** (714) 708-2082**Web Site:** www.taftu.edu**School Type:** Private 4 or More Year College or University**Accreditation:** Bureau for Private Postsecondary & Vocational Education**Degree:** Master's Degree & Doctorate Degree**Programs or Courses Offered:**

- ♦ Accounting
- ♦ Business Administration
- ♦ Health Care Administration
- ♦ Legal Research
- ♦ Sales & Marketing Operations
- ♦ Taxation



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WILSHIRE CONTINUING EDUCATION CENTER**Address:** 315 E. Wilshire, Fullerton, CA 92832**Phone:** (714) 526-8258 ♦ **Fax:** (714) 447-1526**Web Site:** www.sce.cc.ca.us**School Type:** Community College**Accreditation:** California State Department of Education (Courses Only)**Degree:** Certificate**Programs or Courses Offered:**

- ♦ Business Administration
- ♦ Education
- ♦ Writing



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	No

WOLDEN MULTIMEDIA INSTITUTE

Mailing Address: 411 W. Broadway, Anaheim, CA 92805

Physical Address: 888 Disneyland Dr., Suite 500, Anaheim, CA 92802

Phone: (714) 563-0863 ♦ **Fax:** (714) 563-2456

Web Site: www.wolden.com

School Type: Private Business or Technical School

Accreditation: Bureau for Private Postsecondary & Vocational Education;
WIA Eligible Training Provider (One or More Programs)

Degree: Certificate



Programs or Courses Offered:

- ♦ Commercial & Advertising Art
- ♦ Computer & Information Sciences
- ♦ Computer Systems Networking & Telecommunications
- ♦ Design & Visual Communications

Financial Aid:	No
Veteran Approved:	No
Job Placement:	Yes
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	Yes
Distance Learning:	No
ESL:	No

YORBA LINDA CONTINUING EDUCATION CENTER

Address: 4175 Fairmont Blvd., Yorba Linda, CA 92886

Phone: (714) 779-8279 ♦ **Fax:** (714) 693-7006

Web Site: www.sce.cc.ca.us

School Type: Community College

Accreditation: California State Department of Education (Courses Only)

Degree: Diploma & Certificate



Programs or Courses Offered:

- ♦ Accounting
- ♦ Autobody & Collision Repair
- ♦ Automotive Mechanics
- ♦ Clerical Services
- ♦ Computer Science
- ♦ Computer Systems Networking & Telecommunications
- ♦ Cooking
- ♦ Financial Planning
- ♦ Health & Physical Education
- ♦ Interior Design
- ♦ Management Information Systems
- ♦ Medical Records Technology
- ♦ Performing Arts (Acting, Dance & Music)
- ♦ Visual Arts (Ceramics, Drawing, Fine Arts, Folk Art, Jewelry, Painting, Photography & Sculpture)
- ♦ Writing



Financial Aid:	No
Veteran Approved:	No
Job Placement:	No
Career Development:	No
Counseling:	No
Child Care:	No
Open Entry/Exit:	No
Distance Learning:	Yes
ESL:	Yes

Appendices

Occupational Outlook 2002

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High Employment Growth by Industry Cluster	

Occupations with the Fastest Job Growth*

Orange County 1999 - 2006

Occupations	1999	2006	New Jobs	Percent Growth
Systems Analysts—Electronic Data Processing	7,320	12,410	5,090	69.5%
Electronic Pagination System Workers	310	520	210	67.7%
Computer Support Specialists	6,260	10,350	4,090	65.3%
Pest Controllers and Assistants	560	880	320	57.1%
Data Base Administrators	1,440	2,200	760	52.8%
Paralegal Personnel	760	1,140	380	50.0%
Producers, Directors, Actors	1,120	1,660	540	48.2%
Telemarketers, Solicitors and Related	4,690	6,900	2,210	47.1%
Mobile Heavy Equipment Mechanics—Except Engines	630	910	280	44.4%
Sales Agents—Advertising	1,360	1,930	570	41.9%
Human Service Workers	730	1,030	300	41.1%
Interior Designers	730	1,030	300	41.1%
Duplicating Machine Operators	1,140	1,600	460	40.4%
Computer Engineers	6,170	8,600	2,430	39.4%
Central Office and PBX Installers	290	400	110	37.9%
Mail Machine Operators—Preparation and Handling	960	1,310	350	36.5%
Parking Lot Attendants	940	1,280	340	36.2%
Engineering, Mathematical, and Natural Science Managers	5,200	7,050	1,850	35.6%
Sales Agents—Selected Business Services	3,860	5,220	1,360	35.2%
Telephone, Cable TV Line Installers and Repairers	1,820	2,460	640	35.2%
Respiratory Care Practitioners	660	890	230	34.8%
Guards and Watch Guards	10,680	14,310	3,630	34.0%
Photographers	650	870	220	33.8%
Bill and Account Collectors	5,760	7,700	1,940	33.7%
Artists and Related Workers	2,170	2,900	730	33.6%
Directors—Religious Activities and Education	450	600	150	33.3%
Manicurists	980	1,300	320	32.7%
Geologists, Geophysicists, Oceanographers	520	690	170	32.7%
Correction Officers, Jailers	790	1,040	250	31.6%
Teachers, Special Education	2,860	3,740	880	30.8%
Designers, Except Interior Designers	2,240	2,930	690	30.8%
Writers and Editors	1,200	1,570	370	30.8%
Janitors, Cleaners—Except Maids	21,340	27,850	6,510	30.5%
Teachers Aides, Paraprofessional	5,340	6,970	1,630	30.5%
Painting, Coating, Decorating & Decorating Workers (Hand)	890	1,160	270	30.3%
Personal and Home Care Aides	760	990	230	30.3%
Public Relations Specialists, Publicity Writers	1,030	1,340	310	30.1%
Numerical-Control Machine-Tool Operators and Tenders (Metal and Plastic)	1,510	1,960	450	29.8%
Food Servers—Outside	370	480	110	29.7%
Residential Counselors	1,460	1,890	430	29.5%
Bindery Machine Operators	610	790	180	29.5%
Grader, Dozer, and Scraper Operations	410	530	120	29.3%
Speech Pathologists, Audiologists	900	1,160	260	28.9%
Customer Service Reps—Utilities	1,470	1,890	420	28.6%
Electronic Semiconductor Processor	770	990	220	28.6%
Adjustment Clerks	4,590	5,900	1,310	28.5%
Medical Records Technicians	530	680	150	28.3%
Plasterers and Stucco Masons	2,160	2,770	610	28.2%
Teachers Aides and Educational Assistants—Clerical	4,700	6,020	1,320	28.1%
Demonstrators and Promoters	890	1,140	250	28.1%
Total of These Occupations	124,980	171,930	46,950	37.6%

*Excludes Not Elsewhere Classified (NEC) Categories and occupations of fewer than 400 in 2006
Source: Employment Development Department, *Projections and Planning Information*, Module D, Table 5



Occupations with the Greatest Absolute Job Growth*

Orange County 1999 - 2006

Occupations	1999	2006	New Jobs	Percent Growth
Salespersons, Retail	43,440	51,460	8,020	18.5%
General Managers, Top Executives	42,340	50,010	7,670	18.1%
Janitors, Cleaners—Except Maids	21,340	27,850	6,510	30.5%
General Office Clerks	34,450	40,040	5,590	16.2%
Systems Analysts—Electronic Data Processing	7,320	12,410	5,090	69.5%
Cashiers	27,360	32,390	5,030	18.4%
Laborers—Landscaping, Groundskeeping	18,680	23,030	4,350	23.3%
Computer Support Specialists	6,260	10,350	4,090	65.3%
Guards and Watch Guards	10,680	14,310	3,630	34.0%
Receptionists, Information Clerks	17,010	20,280	3,270	19.2%
Waiters and Waitresses	23,670	26,940	3,270	13.8%
Truck Drivers, Light	12,490	15,640	3,150	25.2%
Assemblers, Fabricators—Except Machine, Electrical, Electronics, and Precision	15,570	18,370	2,800	18.0%
Hand Packers and Packagers	10,470	13,200	2,730	26.1%
Sales Reps, Except Scientific and Related Products and Services and Retail	14,320	16,760	2,440	17.0%
Computer Engineers	6,170	8,600	2,430	39.4%
Teachers—Secondary School	9,860	12,130	2,270	23.0%
Telemarketers, Solicitors and Related	4,690	6,900	2,210	47.1%
Teachers—Elementary School	13,210	15,270	2,060	15.6%
Combined Food Preparation and Service	17,230	19,200	1,970	11.4%
Registered Nurses	13,670	15,630	1,960	14.3%
Bill and Account Collectors	5,760	7,700	1,940	33.7%
Engineering, Mathematical, and Natural Science Managers	5,200	7,050	1,850	35.6%
Stock Clerks—Stockroom, Warehouse	10,050	11,900	1,850	18.4%
Marketing, Advertising, Public Relations Managers	7,430	9,170	1,740	23.4%
Maintenance Repairers, General Utility	11,800	13,520	1,720	14.6%
Teachers Aides, Paraprofessional	5,340	6,970	1,630	30.5%
Truck Drivers, Heavy	6,670	8,300	1,630	24.4%
Computer Programmers	9,950	11,550	1,600	16.1%
Accountants and Auditors	10,810	12,380	1,570	14.5%
Cooks—Restaurants	9,300	10,820	1,520	16.3%
Traffic, Shipping, Receiving Clerks	13,800	15,300	1,500	10.9%
Carpenters	8,680	10,100	1,420	16.4%
Electrical and Electronic Engineers	6,710	8,090	1,380	20.6%
Sales Agents—Selected Business Services	3,860	5,220	1,360	35.2%
Sales Reps, Scientific and Related Products and Services, Except Retail	7,510	8,860	1,350	18.0%
Counter and Rental Clerks	4,890	6,240	1,350	27.6%
Teachers Aides and Educational Assistants—Clerical	4,700	6,020	1,320	28.1%
Adjustment Clerks	4,590	5,900	1,310	28.5%
Secretaries, General	25,660	26,960	1,300	5.1%
Financial Managers	8,610	9,850	1,240	14.4%
Food Preparation Workers	11,440	12,640	1,200	10.5%
Medical Assistants	4,680	5,810	1,130	24.1%
Bookkeeping, Accounting Clerks	19,570	20,690	1,120	5.7%
Lawyers	4,580	5,690	1,110	24.2%
Automotive Mechanics	5,670	6,780	1,110	19.6%
Maids and Housekeeping Cleaners	7,260	8,340	1,080	14.9%
First Line Supervisors/Managers (Production and Operating Workers)	6,450	7,470	1,020	15.8%
Machinists	6,160	7,140	980	15.9%
First Line Supervisors/Managers (Mechanics, Installers and Repairers)	3,920	4,820	900	23.0%
Total of These Occupations	611,280	732,050	120,770	19.8%

*Excludes Not Elsewhere Classified (NEC) Categories

Source: Employment Development Department, *Projections and Planning Information*, Module D, Table 4

Sample CCOIS Employer Questionnaire



ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **your county**.

1. What job title(s) does your firm use for these duties ?	Job Title(s): _____		005
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:		010
b. In this occupation , how many are:	Number of Males:	060	Number of Females: 061
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	590	Average Weekly Hours Worked: 591
Regular, Part Time:	Number of Employees:	650	Average Weekly Hours Worked: 651
Temporary/On Call:	Number of Employees:	630	Average Weekly Hours Worked: 631
Seasonal:	Number of Employees:	610	Average Weekly Hours Worked: 611
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day 684 <input type="checkbox"/> Swing 685 <input type="checkbox"/> Graveyard 686 <input type="checkbox"/> Other 687 <input type="checkbox"/> Please specify _____ 688		
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes 021.1 <input type="checkbox"/> No 021.2		
If yes, how many were hired to fill:	vacancies resulting from promotions within your firm?		031
	vacancies resulting from people in permanent positions leaving your firm?		032
	new permanent positions resulting from growth?		030
	temporary, on call, or seasonal positions?		033
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline 480.3 <input type="checkbox"/> Remain Stable 480.2 <input type="checkbox"/> Grow 480.1		
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline 740.3 <input type="checkbox"/> Remain Stable 740.2 <input type="checkbox"/> Grow 740.1		
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes 390.1 <input type="checkbox"/> No 390.4 <input type="checkbox"/> Not required, but preferred 390.5 _____ (months) 410 <input type="checkbox"/> Yes 411 <input type="checkbox"/> No 412 Please specify below. Occupation: _____ 414 _____ (months) 416		
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)	Not Difficult 1 721.1 2 721.2 3 721.3 4 721.4 Difficult		
8. If prior experience is not required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)	Not Difficult 1 731.1 2 731.2 3 731.3 4 731.4 Difficult		



9. Does your firm accept training as a substitute for experience in this occupation ? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes 391.1	<input type="checkbox"/> No 391.4	_____ (months) 391.5				
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes 392.1	<input type="checkbox"/> No 392.4	<input type="checkbox"/> Not required, but preferred 392.5				
		_____ 153 _____ (months) 156						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma 140 <input type="checkbox"/> High school diploma or equivalent 141 <input type="checkbox"/> Associate Degree (2 year) 142 <input type="checkbox"/> Bachelor Degree (4 year) 144 <input type="checkbox"/> Graduate Study 158								
12. What is the usual income earned by your firm's employees in this occupation at average the following levels of skills and experience?		For other compensation, please indicate the overall earnings and types(s) of compensation.						
		Base Wage or Salary	Other Compensation	Type of Compensation				
- New hires, no experience (trained or untrained):		\$ _____ 550	\$ _____ 553	<input type="checkbox"/> Commission 560				
- New hires who are experienced:		\$ _____ 551	\$ _____ 554	<input type="checkbox"/> Tips 561				
- Experienced employees after 3 years with your firm:		\$ _____ 552	\$ _____ 555	<input type="checkbox"/> Bonus 562				
(Please check one)		<input type="checkbox"/> Hour 556H <input type="checkbox"/> Week 556W	<input type="checkbox"/> Hour 557H <input type="checkbox"/> Week 557W	<input type="checkbox"/> Piece Rate 563				
		<input type="checkbox"/> Month 556M <input type="checkbox"/> Year 556A	<input type="checkbox"/> Month 557M <input type="checkbox"/> Year 557A	<input type="checkbox"/> Other 564				
				Specify _____ 565				
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?		<input type="checkbox"/> Yes 300.1	<input type="checkbox"/> No 300.2	_____ 301				
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/> 573	<input type="checkbox"/> 583	<input type="checkbox"/> 903	<input type="checkbox"/> 913	<input type="checkbox"/> 923	<input type="checkbox"/> 933	<input type="checkbox"/> 943	<input type="checkbox"/> 953
Dental Insurance	<input type="checkbox"/> 574	<input type="checkbox"/> 584	<input type="checkbox"/> 904	<input type="checkbox"/> 914	<input type="checkbox"/> 924	<input type="checkbox"/> 934	<input type="checkbox"/> 944	<input type="checkbox"/> 954
Vision Insurance	<input type="checkbox"/> 575	<input type="checkbox"/> 585	<input type="checkbox"/> 905	<input type="checkbox"/> 915	<input type="checkbox"/> 925	<input type="checkbox"/> 935	<input type="checkbox"/> 945	<input type="checkbox"/> 955
Life Insurance	<input type="checkbox"/> 576	<input type="checkbox"/> 586	<input type="checkbox"/> 906	<input type="checkbox"/> 916	<input type="checkbox"/> 926	<input type="checkbox"/> 936	<input type="checkbox"/> 946	<input type="checkbox"/> 956
Sick Leave	<input type="checkbox"/> 571	<input type="checkbox"/> 581	<input type="checkbox"/> 901	<input type="checkbox"/> 911	<input type="checkbox"/> 921	<input type="checkbox"/> 931	<input type="checkbox"/> 941	<input type="checkbox"/> 951
Vacation	<input type="checkbox"/> 570	<input type="checkbox"/> 580	<input type="checkbox"/> 900	<input type="checkbox"/> 910	<input type="checkbox"/> 920	<input type="checkbox"/> 930	<input type="checkbox"/> 940	<input type="checkbox"/> 950
Retirement Plan	<input type="checkbox"/> 572	<input type="checkbox"/> 582	<input type="checkbox"/> 902	<input type="checkbox"/> 912	<input type="checkbox"/> 922	<input type="checkbox"/> 932	<input type="checkbox"/> 942	<input type="checkbox"/> 952
Child Care	<input type="checkbox"/> 577	<input type="checkbox"/> 587	<input type="checkbox"/> 907	<input type="checkbox"/> 917	<input type="checkbox"/> 927	<input type="checkbox"/> 937	<input type="checkbox"/> 947	<input type="checkbox"/> 957
Other (Please Specify): _____	<input type="checkbox"/> 578	<input type="checkbox"/> 588	<input type="checkbox"/> 908	<input type="checkbox"/> 918	<input type="checkbox"/> 928	<input type="checkbox"/> 938	<input type="checkbox"/> 948	<input type="checkbox"/> 958
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes 514.1	<input type="checkbox"/> No 514.2	_____ 510 _____ 511				
b. What skills are important for career advancement?		_____ 515		_____ 516		_____ 517		
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None 055								
<input type="checkbox"/> Word Processing 050 <input type="checkbox"/> Spreadsheet 051 <input type="checkbox"/> Database 052 <input type="checkbox"/> Desktop Publishing 053 <input type="checkbox"/> Other: _____ 054								
17. What other new skills are needed to perform the duties of this occupation? _____ 460 _____ 461								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers 370			<input type="checkbox"/> Newspaper ads 372			<input type="checkbox"/> Internet 383		
<input type="checkbox"/> EDD 374			<input type="checkbox"/> Walk-in applicants 379			<input type="checkbox"/> Colleges/Universities 384		
<input type="checkbox"/> School/program referrals 376			<input type="checkbox"/> Union hall referrals 378			<input type="checkbox"/> Employee referrals 371		
<input type="checkbox"/> Private employment agencies 373			<input type="checkbox"/> Trade journals 381			<input type="checkbox"/> Other (Please specify): 380		
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify: _____ 393.3								
Would you like to receive a complimentary copy of the survey results for this occupation?		<input type="checkbox"/> Yes 382.1		<input type="checkbox"/> No 382.2				

THANK YOU FOR YOUR COOPERATION !

Orange County Census Data

Table DP-1. Profile of General Demographic Characteristics: 2000

Subject	Number	Percent	Subject	Number	Percent
Total population	2,846,289	100.0	HISPANIC OR LATINO AND RACE		
SEX AND AGE			Total population	2,846,289	100.0
Male	1,416,045	49.8	Hispanic or Latino (of any race)	875,579	30.8
Female	1,430,244	50.2	Mexican	712,496	25.0
Under 5 years	216,014	7.6	Puerto Rican	8,877	0.3
5 to 9 years	231,928	8.1	Cuban	6,703	0.2
10 to 14 years	204,119	7.2	Other Hispanic or Latino	147,503	5.2
15 to 19 years	194,543	6.8	Not Hispanic or Latino	1,970,710	69.2
20 to 24 years	189,996	6.7	White alone	1,458,978	51.3
25 to 34 years	466,324	16.4			
35 to 44 years	477,289	16.8	RELATIONSHIP		
45 to 54 years	360,739	12.7	Total population	2,846,289	100.0
55 to 59 years	128,152	4.5	In households	2,803,924	98.5
60 to 64 years	96,422	3.4	Householder	935,287	32.9
65 to 74 years	148,702	5.2	Spouse	522,514	18.4
75 to 84 years	97,967	3.4	Child	884,189	31.1
85 years and over	34,094	1.2	Own child under 18 years	672,321	23.6
Median age (years)	33.3	(X)	Other relatives	252,741	8.9
18 years and over	2,077,870	73.0	Under 18 years	73,844	2.6
Male	1,021,503	35.9	Nonrelatives	209,193	7.3
Female	1,056,367	37.1	Unmarried partner	46,808	1.6
21 years and over	1,961,630	68.9	In group quarters	42,365	1.5
62 years and over	335,639	11.8	Institutionalized population	16,464	0.6
65 years and over	280,763	9.9	Noninstitutionalized population	25,901	0.9
Male	115,886	4.1			
Female	164,877	5.8	HOUSEHOLD BY TYPE		
RACE			Total households	935,287	100.0
One race	2,729,138	95.9	Family households (families)	667,917	71.4
White	1,844,652	64.8	With own children under 18 years	345,803	37.0
Black or African American	47,649	1.7	Married-couple family	522,514	55.9
American Indian and Alaska Native	19,906	0.7	With own children under 18 years	271,782	29.1
Asian	386,785	13.6	Female householder, no husband present	99,652	10.7
Asian Indian	27,197	1.0	With own children under 18 years	53,184	5.7
Chinese	59,717	2.1	Nonfamily households	267,370	28.6
Filipino	48,946	1.7	Householder living alone	197,650	21.1
Japanese	31,283	1.1	Householder 65 years and over	67,247	7.2
Korean	55,573	2.0	Households with individuals under 18 years	378,343	40.5
Vietnamese	135,548	4.8	Households with individuals 65 years and over	199,741	21.4
Other Asian ¹	28,521	1.0	Average household size	3.00	(X)
Native Hawaiian and Other Pacific Islander	8,938	0.3	Average family size	3.48	(X)
Native Hawaiian	1,986	0.1	HOUSING OCCUPANCY		
Guamanian or Chamorro	1,363	-	Total housing units	969,484	100.0
Samoan	3,555	0.1	Occupied housing units	935,287	96.5
Other Pacific Islander ²	2,034	0.1	Vacant housing units	34,197	3.5
Some other race	421,208	14.8	For seasonal, recreational, or occasional use	8,336	0.9
Two or more races	117,151	4.1	Homeowner vacancy rate (percent)	0.9	(X)
Race alone or in combination with one or more other races: ³			Rental vacancy rate (percent)	3.0	(X)
White	1,945,080	68.3	HOUSING TENURE		
Black or African American	59,426	2.1	Occupied housing units	935,287	100.0
American Indian and Alaska Native	37,584	1.3	Owner-occupied housing	574,456	61.4
Asian	423,911	14.9	Renter-occupied housing units	360,831	38.6
Native Hawaiian and Other Pacific Islander	16,666	0.6	Average household size of owner-occupied units	2.96	(X)
Some other race	487,122	17.1	Average household size of renter-occupied units	3.05	(X)

- Represents zero or rounds to zero. (X) Not applicable.

¹ Other Asian alone, or two or more Asian categories.

² Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

³ In combination with one or more of the other races listed. The six numbers may add to more than the total population and the six percentages may add to more than 100 percent because individuals may report more than one race.

Source: U.S. Census Bureau, Census 2000.



Orange County Census Data

Table DP-2. Profile of Selected Social Characteristics: 2000

Subject	Number	Percent	Subject	Number	Percent
SCHOOL ENROLLMENT			NATIVITY AND PLACE OF BIRTH		
Population 3 years and over enrolled in school	847,671	100.0	Total population	2,846,289	100.0
Nursery school, preschool	47,441	5.6	Native	1,996,390	70.1
Kindergarten	47,040	5.5	Born in United States	1,971,326	69.3
Elementary school (grades 1-8)	357,414	42.2	State of residence	1,322,976	46.5
High school (grades 9-12)	165,027	19.5	Different state	648,350	22.8
College or graduate school	230,749	27.2	Born outside United States	25,064	0.9
			Foreign born	849,899	29.9
			Entered 1990 to March 2000	331,802	11.7
			Naturalized citizen	322,592	11.3
			Not a citizen	527,307	18.5
EDUCATIONAL ATTAINMENT			REGION OF BIRTH OF FOREIGN BORN		
Population 25 years and over	1,813,456	100.0	Total (excluding born at sea)	849,893	100.0
Less than 9th grade	191,242	10.5	Europe	56,240	6.6
9th to 12th grade, no diploma	181,177	10.0	Asia	311,466	36.6
High school graduate (includes equivalency)	317,332	17.5	Africa	10,387	1.2
Some college, no degree	423,265	23.3	Oceania	4,496	0.5
Associate degree	141,697	7.8	Latin America	450,252	53.0
Bachelor's degree	370,454	20.4	Northern America	17,052	2.0
Graduate or professional degree	188,289	10.4			
Percent high school graduate or higher	79.5	(X)	LANGUAGE SPOKEN AT HOME		
Percent bachelor's degree or higher	30.8	(X)	Population 5 years and over	2,632,408	100.0
MARITAL STATUS			English only	1,542,698	58.6
Population 15 years and over	2,190,890	100.0	Language other than English	1,089,710	41.4
Never married	621,180	28.4	Speak English less than "very well"	590,167	22.4
Now married, except separated	1,213,696	55.4	Spanish	665,069	25.3
Separated	46,264	2.1	Speak English less than "very well"	384,787	14.6
Widowed	110,918	5.1	Other Indo-European languages	107,036	4.1
Female	92,196	4.2	Speak English less than "very well"	30,041	1.1
Divorced	198,832	9.1	Asian and Pacific Island languages	296,284	11.3
Female	120,175	5.5	Speak English less than "very well"	168,920	6.4
GRANDPARENTS AS CAREGIVERS			ANCESTRY (single or multiple)		
Grandparent living in household with one or more own grandchildren under 18 years	71,119	100.0	Total population	2,846,289	100.0
Grandparent responsible for grandchildren	18,792	26.4	Total ancestries reported	3,075,460	108.1
VETERAN STATUS			Arab	24,847	0.9
Civilian population 18 years and over	2,077,159	100.0	Czech ¹	11,960	0.4
Civilian veterans	193,548	9.3	Danish	18,939	0.7
DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION			Dutch	40,677	1.4
Population 5 to 20 years	666,620	100.0	English	253,269	8.9
With a disability	42,596	6.4	French (except Basque) ¹	73,893	2.6
Population 21 to 64 years	1,677,263	100.0	French Canadian ¹	15,164	0.5
With a disability	287,872	17.2	German	333,606	11.7
Percent employed	60.2	(X)	Greek	11,946	0.4
No disability	1,389,391	82.8	Hungarian	13,673	0.5
Percent employed	75.1	(X)	Irish ¹	246,360	8.7
Population 65 years and over	270,601	100.0	Italian	134,871	4.7
With a disability	103,532	38.3	Lithuanian	5,624	0.2
RESIDENCE IN 1995			Norwegian	43,276	1.5
Population 5 years and over	2,632,408	100.0	Polish	53,435	1.9
Same house in 1995	1,262,786	48.0	Portuguese	9,200	0.3
Different house in the U.S. in 1995	1,241,418	47.2	Russian	32,161	1.1
Same county	877,717	33.3	Scotch-Irish	36,641	1.3
Different county	363,701	13.8	Scottish	53,597	1.9
Same state	254,594	9.7	Slovak	2,922	0.1
Different state	109,107	4.1	Subsaharan African	7,464	0.3
Elsewhere in 1995	128,204	4.9	Swedish	46,990	1.7
			Swiss	8,963	0.3
			Ukrainian	6,030	0.2
			United States or American	98,765	3.5
			Welsh	18,219	0.6
			West Indian (excluding Hispanic groups)	2,754	0.1
			Other ancestries	1,470,214	51.7

-Represents zero or rounds to zero. (X) Not applicable.

¹The data represent a combination of two ancestries shown separately in Summary File 3. Czech includes Czechoslovakian. French includes Alsatian. French Canadian includes Acadian/Cajun. Irish includes Celtic.

Source: U.S. Bureau of the Census, Census 2000.

Orange County Census Data

Table DP-3. Profile of Selected Economic Characteristics: 2000

Subject	Number	Percent	Subject	Number	Percent
EMPLOYMENT STATUS			INCOME IN 1999		
Population 16 years and over	2,153,952	100.0	Households	936,154	100.0
In labor force	1,411,901	65.5	Less than \$10,000	45,705	4.9
Civilian labor force	1,409,897	65.5	\$10,000 to \$14,999	35,871	3.8
Employed	1,338,838	62.2	\$15,000 to \$24,999	81,207	8.7
Unemployed	71,059	3.3	\$25,000 to \$34,999	92,352	9.9
Percent of civilian labor force	5.0	(X)	\$35,000 to \$49,999	137,223	14.7
Armed Forces	2,004	0.1	\$50,000 to \$74,999	193,379	20.7
Not in labor force	742,051	34.5	\$75,000 to \$99,999	130,633	14.0
Females 16 years and over	1,095,411	100.0	\$100,000 to \$149,999	130,297	13.9
In labor force	626,588	57.2	\$150,000 to \$199,999	44,399	4.7
Civilian labor force	626,464	57.2	\$200,000 or more	45,088	4.8
Employed	593,117	54.1	Median household income (dollars)	58,820	(X)
Own children under 6 years	240,559	100.0	With earnings	807,450	86.3
All parents in family in labor force	122,453	50.9	Mean earnings (dollars) ¹	75,344	(X)
COMMUTING TO WORK			With Social Security income	189,440	20.2
Workers 16 years and over	1,313,987	100.0	Mean Social Security income (dollars) ¹	12,101	(X)
Car, truck, or van -- drove alone	1,005,744	76.5	With Supplemental Security Income	33,067	3.5
Car, truck, or van -- carpooled	174,373	13.3	Mean Supplemental Security Income (dollars) ¹	7,330	(X)
Public transportation (including taxicab)	36,937	2.8	With public assistance income	25,319	2.7
Walked	26,240	2.0	Mean public assistance income (dollars) ¹	4,643	(X)
Other means	21,861	1.7	With retirement income	132,109	14.1
Worked at home	48,832	3.7	Mean retirement income (dollars) ¹	19,735	(X)
Mean travel time to work (minutes) ¹	27.2	(X)	Families		
Employed civilian population			Less than \$10,000	673,912	100.0
16 years and over	1,338,838	100.0	\$10,000 to \$14,999	22,279	3.3
OCCUPATION			\$15,000 to \$24,999	19,859	2.9
Management, professional, and related occupations	509,542	38.1	\$25,000 to \$34,999	52,321	7.8
Service occupations	177,001	13.2	\$35,000 to \$49,999	62,334	9.2
Sales and office occupations	383,888	28.7	\$50,000 to \$74,999	93,751	13.9
Farming, fishing, and forestry occupations	4,067	0.3	\$75,000 to \$99,999	139,139	20.6
Construction, extraction, and maintenance occupations	97,456	7.3	\$100,000 to \$149,999	101,537	15.1
Production, transportation, and material moving occupations	166,884	12.5	\$150,000 to \$199,999	107,395	15.9
INDUSTRY			\$200,000 or more	37,503	5.6
Agriculture, forestry, fishing and hunting, and mining	4,872	0.4	\$200,000 or more	37,794	5.6
Construction	81,822	6.1	Median family income (dollars)	64,611	(X)
Manufacturing	227,495	17.0	Per capita income (dollars) ¹	25,826	(X)
Wholesale trade	67,541	5.0	Median earnings (dollars):		
Retail trade	150,462	11.2	Male full-time, year-round workers	45,059	(X)
Transportation and warehousing, and utilities	48,103	3.6	Female full-time, year-round workers	34,026	(X)
Information	38,339	2.9	POVERTY STATUS IN 1999		
Finance, insurance, real estate, and rental and leasing	117,351	8.8	Families	46,894	7.0
Professional, scientific, management, administrative, and waste management services	168,930	12.6	With related children under 18 years	38,439	10.1
Educational, health and social services	216,017	16.1	With related children under 5 years	20,868	12.7
Arts, entertainment, recreation, accommodation and food services	111,469	8.3	Families with female householder, no husband present		
Other services (except public administration)	67,009	5.0	With related children under 18 years	14,844	15.5
Public administration	39,428	2.9	With related children under 5 years	12,698	21.1
CLASS OF WORKER			With related children under 5 years	5,664	30.7
Private wage and salary workers	1,076,833	80.4	Individuals		
Government workers	148,123	11.1	18 years and over	289,475	10.3
Self-employed workers in own not incorporated business	109,071	8.1	65 years and over	187,473	9.1
Unpaid family workers	4,811	0.4	Related children under 18 years	16,749	6.2
			Related children 5 to 17 years	98,339	13.2
			Unrelated individuals 15 years and over	69,448	12.9
				88,819	19.5

- Represents zero or rounds to zero. (X) Not applicable.

¹If the denominator of a mean value or per capita value is less than 30, then that value is calculated using a rounded aggregate in the numerator.

Source: U.S. Bureau of the Census, Census 2000.



Orange County Census Data

Table DP-4. Profile of Selected Housing Characteristics: 2000

Subject	Number	Percent	Subject	Number	Percent
Total housing units	969,484	100.0	OCCUPANTS PER ROOM		
UNITS IN STRUCTURE			Occupied housing units	935,287	100.0
1-unit, detached	490,141	50.6	1.00 or less	787,950	84.2
1-unit, attached	124,610	12.9	1.01 to 1.50	53,711	5.7
2 units	18,191	1.9	1.51 or more	93,626	10.0
3 or 4 units	70,468	7.3			
5 to 9 units	59,502	6.1	Specified owner-occupied units	490,494	100.0
10 to 19 units	46,519	4.8	VALUE		
20 or more units	127,594	13.2	Less than \$50,000	4,151	0.8
Mobile home	31,265	3.2	\$50,000 to \$99,999	6,704	1.4
Boat, RV, van, etc.	1,194	0.1	\$100,000 to \$149,999	28,866	5.9
			\$150,000 to \$199,999	83,155	17.0
YEAR STRUCTURE BUILT			\$200,000 to \$299,999	170,517	34.8
1999 to March 2000	16,317	1.7	\$300,000 to \$499,999	137,546	28.0
1995 to 1998	53,251	5.5	\$500,000 to \$999,999	48,374	9.9
1990 to 1994	66,823	6.9	\$1,000,000 or more	11,181	2.3
1980 to 1989	169,309	17.5	Median (dollars)	270,000	(X)
1970 to 1979	267,467	27.6			
1960 to 1969	218,690	22.6	MORTGAGE STATUS AND SELECTED		
1940 to 1959	152,980	15.8	MONTHLY OWNER COSTS		
1939 or earlier	24,647	2.5	With a mortgage	407,386	83.1
			Less than \$300	1,060	0.2
ROOMS			\$300 to \$499	6,512	1.3
1 room	37,077	3.8	\$500 to \$699	12,160	2.5
2 rooms	88,353	9.1	\$700 to \$999	28,490	5.8
3 rooms	124,671	12.9	\$1,000 to \$1,499	99,785	20.3
4 rooms	147,824	15.2	\$1,500 to \$1,999	115,725	23.6
5 rooms	166,841	17.2	\$2,000 or more	143,654	29.3
6 rooms	155,324	16.0	Median (dollars)	1,620	(X)
7 rooms	113,565	11.7	Not mortgaged	83,108	16.9
8 rooms	76,474	7.9	Median (dollars)	314	(X)
9 or more rooms	59,355	6.1			
Median (rooms)	5.0	(X)	SELECTED MONTHLY OWNER COSTS		
Occupied housing units	935,287	100.0	AS A PERCENTAGE OF HOUSEHOLD		
YEAR HOUSEHOLDER MOVED INTO UNIT			INCOME IN 1999		
1999 to March 2000	201,141	21.5	Less than 15.0 percent	130,282	26.6
1995 to 1998	313,082	33.5	15.0 to 19.9 percent	71,658	14.6
1990 to 1994	145,270	15.5	20.0 to 24.9 percent	72,528	14.8
1980 to 1989	138,632	14.8	25.0 to 29.9 percent	58,280	11.9
1970 to 1979	85,204	9.1	30.0 to 34.9 percent	41,496	8.5
1969 or earlier	51,958	5.6	35.0 percent or more	113,384	23.1
			Not computed	2,866	0.6
VEHICLES AVAILABLE			Specified renter-occupied units	360,598	100.0
None	54,409	5.8	GROSS RENT		
1 291,024 31.1			Less than \$200	3,983	1.1
2 398,462 42.6			\$200 to \$299	4,210	1.2
3 or more	191,392	20.5	\$300 to \$499	11,247	3.1
			\$500 to \$749	67,455	18.7
HOUSE HEATING FUEL			\$750 to \$999	125,185	34.7
Utility gas	719,318	76.9	\$1,000 to \$1,499	108,441	30.1
Bottled, tank, or LP gas	10,512	1.1	\$1,500 or more	32,716	9.1
Electricity	188,500	20.2	No cash rent	7,361	2.0
Fuel oil, kerosene, etc	166	-	Median (dollars)	923	(X)
Coal or coke	13	-			
Wood	1,394	0.1	GROSS RENT AS A PERCENTAGE OF		
Solar energy	1,374	0.1	HOUSEHOLD INCOME IN 1999		
Other fuel	519	0.1	Less than 15.0 percent	47,045	13.0
No fuel used	13,491	1.4	15.0 to 19.9 percent	52,602	14.6
			20.0 to 24.9 percent	52,479	14.6
SELECTED CHARACTERISTICS			25.0 to 29.9 percent	43,192	12.0
Lacking complete plumbing facilities	5,060	0.5	30.0 to 34.9 percent	31,547	8.7
Lacking complete kitchen facilities	8,397	0.9	35.0 percent or more	120,088	33.3
No telephone service	6,308	0.7	Not computed	13,645	3.8

-Represents zero or rounds to zero.

(X) Not applicable.

Source: U.S. Bureau of the Census, Census 2000.

High Employment Growth by Industry Cluster

The OCWIB actively sponsors research to identify industries with high employment growth and career ladder opportunities. Ten industry growth clusters were defined and surveyed in 2002 and are shown in the table below. The survey clusters were defined as a group of interrelated firms that use similar supply chains and related employee skills and resource needs. Firms within the same cluster will often be either competitors or cooperating in a closely related industry. These ten clusters use nearly ninety occupations, sixty-five of which have been surveyed through the CCOIS program during the past eleven years, 1992-2002. The slowing economic growth during 2002 caused the OCWIB to focus on three economically sustainable industry growth clusters: Business & Professional Services, Computer Software and Biotechnology. These three clusters use 32 different occupations, 25 of which have been surveyed through the CCOIS program since 1992. These three clusters have a projected growth of over 27% during the next five years. High growth clusters translate into jobs with a future.

	Full-Time Employees	Part-Time Employees	Percent Full-Time Employees	Total Cluster Employment 2002	Percent Total Clusters	2002-2007 Projected Growth
Biomedical	26,457	1,759	93.8%	28,216	4.8%	6.2%
Computer Hardware and Electronics	43,424	1,530	96.6%	44,954	7.7%	13.3%
Computer Software	29,950	1,987	93.8%	31,937	5.5%	58.9%
Communications	22,133	727	96.8%	22,860	3.9%	37.2%
Defense and Aerospace	21,396	1,574	93.1%	22,970	3.9%	-21.7%
Energy and Environmental	12,306	535	95.8%	12,841	2.2%	8.5%
Business and Professional Services	124,494	13,428	90.3%	137,922	23.6%	24.5%
Construction	52,342	7,817	87.0%	60,159	10.3%	32.5%
Tourism	51,538	96,526	34.8%	148,064	25.2%	11.3%
Health Services	62,966	12,437	83.5%	75,403	12.9%	3.2%
Totals:	447,006	138,320	76.4%	585,326	100.0%	17.7%

Sources: OCWIB 'O.C. Workforce State of the County, 2002', June 2002
OCWIB 'Early Warning System Projections', January 2003

